www.rcsng.com

guide in progress!

866-727-8291 Support

309-752-2681 Fax

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Please note that the screen shots shown in this manual may vary slightly from your own user experience. *User logins are custom-built with different combinations of access and privileges. Various web browsers and screen resolutions can also affect the way your screens display. Updates and improvements to the program itself occur regularly too.*

Accessing the RCSNG system

User Login

The first step in accessing RCSNG is obtaining a User Login. Submit user requests to RCS via fax (309-752-2681), email (support@rcsunionsoftware.com, or contact our support line (866-727-8291) directly. This request must include the new user's name, email, phone, and specifics about which areas of the software should be accessible, and what level of access required.

RCSNG User Request	**Local Number**	Please fax to 309-752-2681 or email to support@rcsunionsoftware.com													
Name & Title	**Email & Phone**	Membership View	Membership Edit	Dues View	Dues Edit	Financial View	Financial Edit	Financial Reports	Inventory	Griev. Unit one/all	Griev. Level 1 View	Griev. Level 1 Edit	Griev. Level 2 View	Griev. Level 2 Edit	Griev. Delete	Display SSN

System Requirements

RCSNG is a web-based software, most of the processing work done by the program is handled on our server. As such, the client therefor has just a few requirements to access and utilize the program:

1. **Stable Internet connection**
2. **Web browser**   We recommend Google Chrome or Mozilla Firefox.
3. **Adobe Reader**. This is critical for those printing checks, cards, reports, and such from the system. Print jobs are calibrated to work with Adobe Reader and alignment may be off with other PDF viewers. Always choose "Actual Size" printing for best results.

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Logging in

Open a web browser; we suggest Google Chrome, or Mozilla Firefox with Flash enabled.

1. In the address bar at the top, enter **www.RCSNG.com** and press enter.
   You will likely see the address update to:

🔒 Roberts Custom Software, Inc. (US) | https://www.rcsng.com/login.jsp

   (This green lock symbol indicates you are on a secured connection with the server. Data passing between your session and the server is encrypted for protection.)

2. Enter your login information as follows:

   Client - the common identifier for your union
   User Login - your unique username
   Password - your unique password

   Note that you must accept the license agreement to proceed.

3. For password problems, use the "Reset Password" button and follow the prompts.

For frequent, fast access:
- Add the RCSNG login page to the favorites bar in the browser
- Set this login page as the home page of the browser
- Set a shortcut to www.RCSNG.com on your desktop

Dashboard

My To-Do List

This is list is only visible to the user; no other user logins will see it.

1. Click in the box next to the left of the "My to-do List" to enter a task.
2. Click on calendar to select a due date
3. Click on "add new" to add it to the list.

To edit

Click the pencil to the
right of the task

To delete

Click the trash can to the
right of the task.

When the task is completed, check the box. The **"Show All"** button displays both active and completed tasks.

RCS News

Roberts Custom Software uses this area to share news and helpful hints. Click the Read more... link to open a new window where the news item is explained in detail.

Bulletin Board

Information entered in the Bulletin Board is shared by all users of the software in your local.

Click on the pencil to add or edit information... then click on the save icon to save information.

UAW LOCAL 4000 Bulletin Board

Post news items to share with other users at your local here...

Dues Posted

This tool is a snapshot of all dues posted within the last 6 months. The client may have more than one unit or type; this total reflects the total of all dues for units/types.

Use the **"Dues Report"** option found in the Members area for further dues details and history.

Dues Posted

Month	Dues	Refunds	Total	Count
JAN	$23,916.07	$0.00	$23,916.07	347
FEB	$72.06	$0.00	$72.06	2
MAR	$736.14	$0.00	$736.14	11
APR	$0.00	$0.00	$0.00	0
MAY	$2,522.06	$0.00	$2,522.06	56
JUN	$16,421.00	$0.00	$16,421.00	378

Links & Resources

This area lists server shortcuts for quick access to frequently visited web sites.

Links & Resources

EFTPS	https://www.eftps.gov/eftps/index.jsp
SSA Business Service	https://www.ssa.gov/bso/bsowelcome.htm
Accuwage	https://www.ssa.gov/employer/accuwage/index.html
LUIS - UAW International Login (PCT etc.)	https://localunion.uaw.org/pct.php
Join.Me Download for Screensharing Support	https://join.me/apps
Department of Labor - EFS - LM Login!	https://olmsapps.dol.gov/efsui/authentication.action
RCS Union Software	https://www.rcsunionsoftware.com

Members

RCSNG users with Membership access will be able to access the Members tab on the main menu bar as well as related items on the Dashboard and the Settings tabs. Access is customizable. Users can be granted privileges with full access or this can be limited to exclude dues information, limit users to view-only, and to hide Social Security numbers.

Member List

This is home base for accessing member records and creating reports.

Customize the look of the Member List

By default, the Member List opens listing literally ALL of members; all units, all status, all everything! The count of the members listed appears at the bottom right corner of the list.

The first step is to make this screen user-friendly-- based on your preferences. Consider which details will help you identify the members you might need to locate; most users like to see Status, Clock #, Unit... You might find it useful to see several columns, or too many columns shown in the list might be overwhelming.

Remember, the member's full details will be shown when you open a member's record.

Customize the look of the list by clicking on the **Column Settings Gear symbol**, as indicated below.

- Click the check boxes to select the columns you would like to see displayed on the Member List.
- Hover to the right of the boxes to see the blue up/down arrows. Clicking them moves that item up or down in the column display order.
- Save!

In this example, the list above had a lot of columns, maybe too many columns!
Using the gear to pop up the column settings box, we selected fewer columns, in a different order.
This new list shows the same members, but with the details customized to fit the user's needs.

Sort

Change the **sort** order your members by clicking on column header(s).
This same sort sequence will be used if you continue to make a report or Excel sheet.

The number one indicates this column is the primary sort. (Click it again, to reverse the sort.)

You can sub-sort further as needed. Hold down your control button on your keyboard and click another header. In the example below, the primary sort is Unit (indicated by the 1). The secondary sort is Last Name (indicated by the 2) and within that, sorted by First Name...

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Status	Unit ▲1	Department	Clock	First Name ▲3	Middle...	Last Name ▲2	City
Active	Grand Establishment	Mess Making	125125125	Luke	S	Coppinger	Davenport
Active	Grand Establishment		181818181	Miley	A	Coppinger	Davenport
Active	Grand Establishment	Mess Making	1111111111	Sugar Bear	S	Coppinger	Davenport

Many users sort the Member List by status; "Active" members will alphabetically pop to the top.

Find an Existing Member

Quick Search is a flexible tool that makes it easy to find a specific member, fast!

 You can search for members by:

Name	First, last, or even both names. Partial names are ok too!
Clock number	
Social Security Number	No need to enter hyphens
UAW ID #	

Quick Search will be inactive if the Filter is On. Filtering is a more advance method of narrowing down your list, this is covered in Member Reports.

Examples:
Searching by "Joseph" at this local resulted in 254 hits!

"Joseph An" resulted in just two matches.

Create New Member

From the top menu bar, select Members then Member List. Click the **"Create New Member"** button at the top center to bring up a blank Member Information screen. Fill in the member information; note that only the starred items SSN, clock # and a last name are mandatory. The **"Save"** button will be active when the required fields are filled and all other data is valid.

Social Security #:	ex.000-00-0000 *	**Last Name:**	Last Name *
Clock #:	*	**First Name:**	First Name
UAW ID:		**Middle Initial:**	Status:

If **"Save"** is not active, look for a field (possibly on another tab) that is outlined in red. This indicates an invalid format or entry that must be corrected or removed to save.

Add a picture to Member Information Screen

Add a picture to your member information screen by opening a specific member and double clicking on the "Add Photo" box. The system will prompt open a window for you to find the picture of that member. Once you have found the picture that you would like to add – simply click on the picture and click on open / insert. To remove a photo – click on "Delete photo" this will delete the current photo you have on that member information screen.

Print an Envelope addressed to the Member

From the Member Information Screen, you can print a single envelope addressed to this member. Click on **"Print Envelope"** button. The system will ask you if you would like to also print your return address. The system will then generate a single envelope for this individual member.

Print the Member Screen

Click on the **"Print"** button to generate a report for this individual member. This report will print all member details; History optional.

Quick Search

Just like on the Member List, use this too to find a specific member, fast! Search by name (first, last, or even part of both), clock number, SS # (no dashes) or UAW ID #.

Member Reports

Filter Off / Filter On Button

This feature allows you to narrow down your member list to a desired group. Once the Filter button is "on" the drop menus appear.
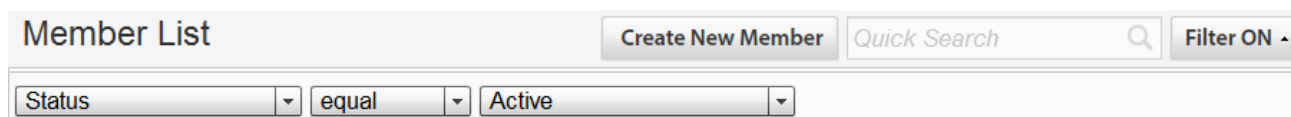
Click on "Please Select" to indicate how you would like to limit your selected members.

For example: You need a list of "Active" status members.

Choose "Status" in the first drop list then another tab will appear...
Choose "in list" then another tab will appear...
Choose which status you would like your report listed by – Active

You may also add additional filters.   Simply click on the plus button "+" and more layers. This further limits the selected members; only members meeting **all** of your limits will appear.

Example A: You need a report of Active members in a specific Unit

Making sure your Filter is "on"

Click on the "Status" option
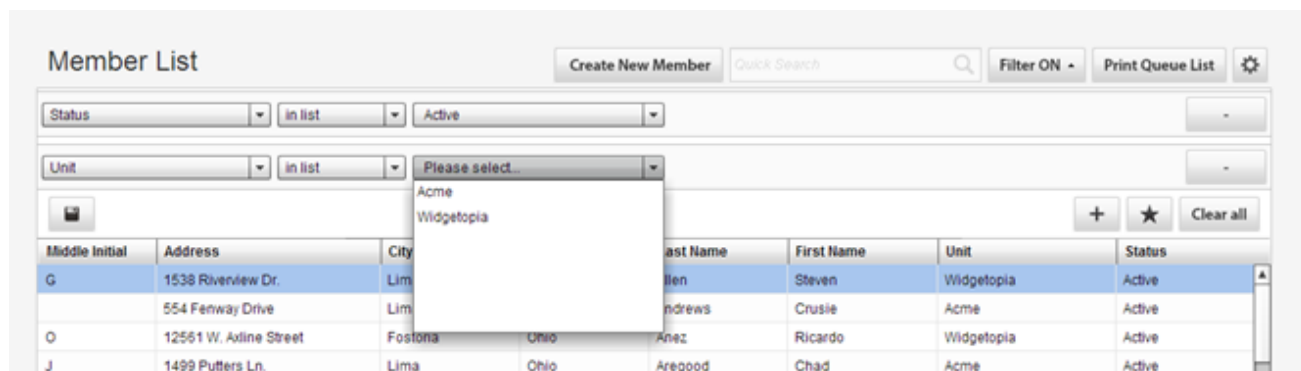
Click on "in list"

Click on "Active"

Click on the plus button "+" to and another layer of filtering

Click on "Unit"

Click on "In List"

Click on the name of the unit desired.

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Example B: You need a report of Active members in a specific Unit, in a specific Committee.

Click on the "Status" option

Click on "in list"

Click on "Active"

Click on the plus button "+" to add another layer of filtering

Click on "Unit"

Click on "In List"

Click on the name of the unit you would like the list sorted by

Click on the plus button "+" to add another layer of filtering

Click on "Committee"

Click on "in list"

Click on "committee name"

Example C: You need a report by Retiree members who are in more than 1 Zip Code

You click on the "Status" option

Click on "in list"

Click on "Retiree"

Click on the plus button "+" to add another layer of filtering

Click on "Zip Code"

Click on "In List"

While holding down the control key on your keypad you can select more than one zip code.

When the Filter option is on, Quick Search is disabled.

Just click switch it back to "Filter Off" to use Quick Search as usual again.

Once the member list has been filtered and sorted the desired members, you are ready to ready to go! RCSNG offers many **"Member Reports"** including membership cards, address options, as well as the option to **"Download"** the member full details directly to Microsoft Excel. The **"Add to Print Queue"** option lets you add these selected members to a customized list, "ad hoc".

Notice the system counts the number of members you have selected at the bottom right corner of the Member List.

Click the **"Member Report"** button at the bottom of your **Member List** to generate one of the standard reporting options as shown here. You can hover over the name of the report to learn more about what that report offers and what type of paper it requires.

Possibly none of these reports is exactly what is needed? You can use the flexibility of Microsoft Excel to custom create *exactly* what you need.   Click the "**Download to Excel**" button and and all of the member deails for the selected members will be listed in an Excel sheet. You can use that list as-is, or edit as needed, of course.

You will the need the MS Excel (or comparable) software on your computer to utilize this option.

SS#	Clock Number	Last Name	First Name	Middle Name	Address	Additional Address	City	ST	County	ZIP Code	Phone
8161	816145742	Banks	Vanessa	A	413 S. Kentucky Ave.		Martinsburg	WV	Clay County	25401	
8191	819136881	Franklin	Carl	W	1251 Cannon Hill		Hedgesville	WV	Clay County	25427	
8161	816161853	Bowman	Teresa	L	150 Policeman Club		Falling Watrs	WV	Clay County	25419	
8131	813125089	Giardini	Donald	P	114 Renee Ln		Winchester	WV	Clay County	22602	
7141	714118812	Waugh	Jed	J	72 Pine Place Drive		Berkeley Spgs	WV	Clay County	25411	

When exporting to Excel, remember that the worksheet will have dozens of columns for the various member screen fields. If you choose to print your results; be sure to edit it down to a manageable/printable size first!

Load Dues Manually

This tool is for dues users who need to load member dues regularly but have only a hard copy, or print out, of the dues listing to work with. This process makes it easy to load such a list relatively quickly.

In general terms, you will create a member list that matches the company's dues print out and enter the amount paid for each member. This list is saved in the system like a template that can be edited and posted month after month.
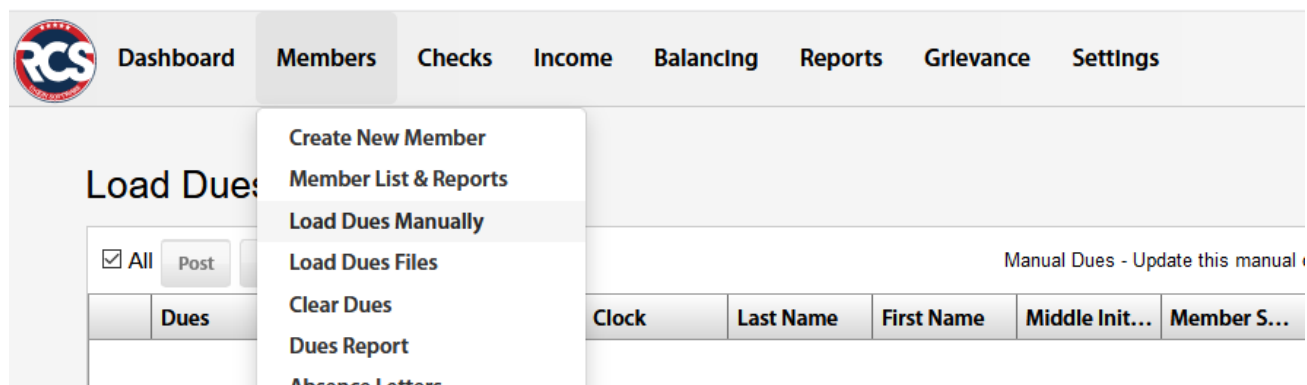
1. Click on "Load Dues Manually" option under the Members tab:
2. In the pop-up window, select the Unit / Dues Type / Status of the members on the list.
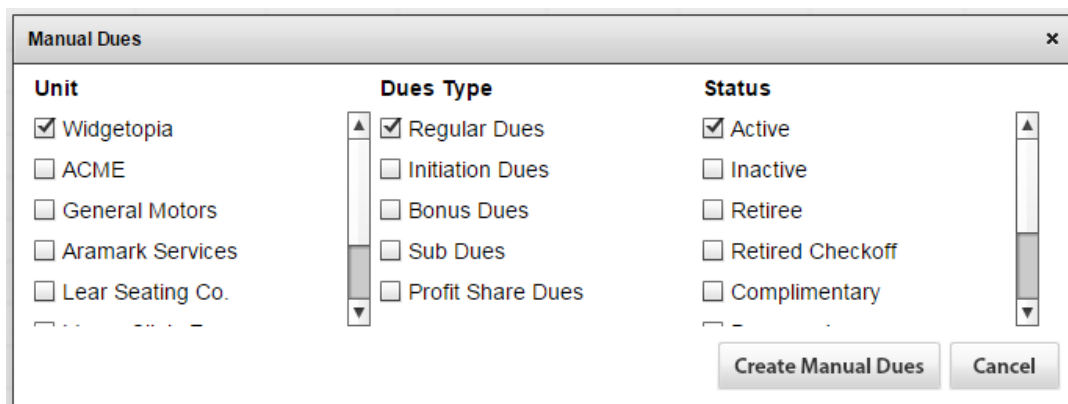
3. Click on "Create Manual Dues"
4. A list will appear that contains members from that specific unit with that specific status.

Load Dues Manually

[Create Checklist] [Clear Values] [Advanced Search] ⚙

☐ All | Post | 🔷 | % | ✏

Manual Dues - Update this manual dues checkoff to match your current dues listing then post it to history.

	Dues	Refund	Last Name	First Name	Clock#	SS#	Middle In...	Member ...	Type	Departm...	Unit	Seniority
☐	$0.00	$0.00	Aaron	Alon	3759	300-78-3759	T	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Aaron	Brian	548	217-19-2548		Active	Regular Dues	551J	Widgetopia	
☐	$0.00	$0.00	Aaron	Regina	9158	280-70-9158	J	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Aaron	David	775	295-58-2775	E	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abad-garcia	Maximilianc	494080664	494-08-0664		Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abbott	Larry	493767865	493-76-7865	D	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abel	William	492729141	492-72-9141	P	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abel	David	486743480	486-74-3480	M	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abel	Dean	271523269	271-52-3269	A	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abernathey	William	500904478	500-90-4478	H	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abernathy	Rory	487629483	487-62-9483	W	Active	Regular Dues		Widgetopia	
☐	$0.00	$0.00	Abernathy	Richard	490805745	490-80-5745	W	Active	Regular Dues		Widgetopia	

0.00 Total   [Create Member]

[Audit Report]   Page size: 30 ▾ | ⏮ ◀ 1 ▶ ⏭ | 7390 dues(s) on 247 pages

💡 Customize the look of this list to match your printed dues...

- If the dues sheet provided is sorted by clock number, click on that column header to sort your checklist the same way.
- If you need more or fewer columns, just check or uncheck them as needed.

💡 **Please note that you do not have to "Save" your changes to the list as you work.** They are *always saved* automatically and will only be removed if you elect to "Clear Values".

5. To edit the check off list, just click in the dues or refund amount box and type the new dollar amount. Press Tab OR Enter to advance automatically to the next member.

6. Use the check mark boxes to indicate which rows will be posted. When your list is complete and your total dollar amount matches the dues print out, you are ready to post the dues to history.

7. Click on the **"Post"** button on the top of the report.
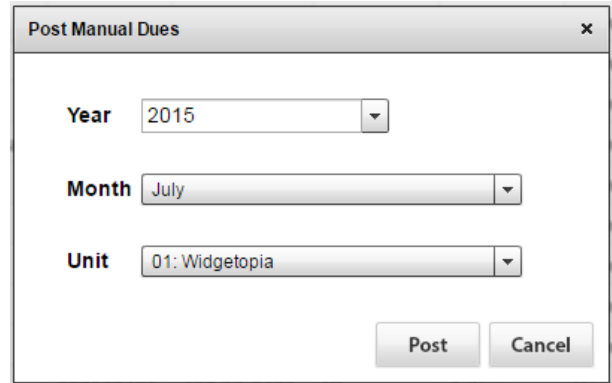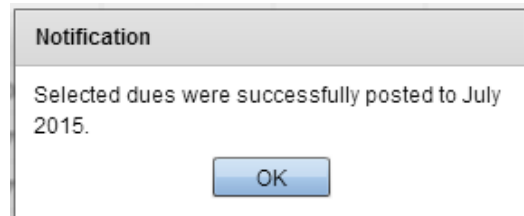
8. The sytem will prompt you to confirm the year, month and unit to which the dues list should be posted. Click the "**Post**" button.

You will receive a confirmation that these dues have been posted to the members' dues history.

Remember, even after the dues post, your dues amounts will still be shown on the Manual Dues Checkoff. For many clients, the dues check off will change only slightly from month to month. Take advantage of this by using the existing list as a starting point for the next month. With any luck, you can simply update the members who have changed and then post the updated list to the next month, rather than clearing the list and starting over each time.

Even if your members *do* pay a different amount every month, it would likely still be faster to load dues using this "Manual Dues" process (as opposed to editing members manually) because you can sort the members to match your paper dues list and enter them quickly.

If a member did not pay dues, you might like to indicate a reason. Mouse over the dues box and you will see a pencil. Use this to select a dues reason code and/or even a note of explanation. (Create dues reasons under Settings/Members/Dues.)

If you need to make the same change to several people, use the check box to select them. Then use the arrow or percent symbols at the top to increase/ decrease the dues amount by either a dollar figure or by a percentage. It is also possible to add the same dues reason codes/notes to the selected members.

Load Dues File

Many companies provide dues list in digital files. If your local imported dues files this way in the previous software, this customization is offered in RCSNG too. If you would like to set up this process, please contact support (866-727-8291).

1. From the Members Tab - Click on "Load Dues File"
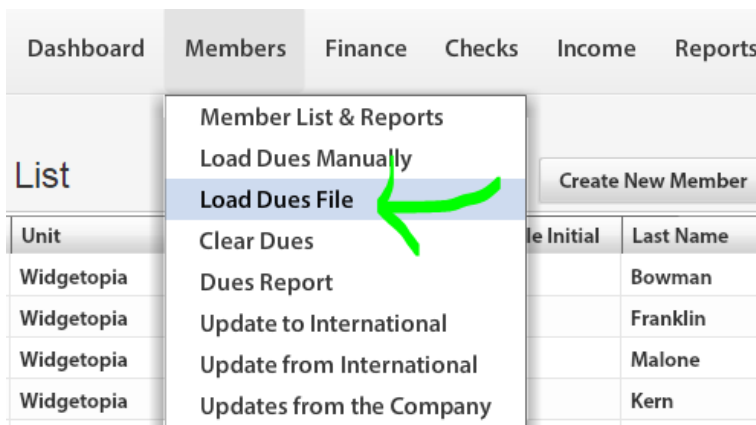
2. A screen will appear titled **"Import Dues"**
   a. Select the dues program. Only the dues options customized for your local will be displayed.

   b. Fill in the prompts - They will vary somewhat by dues program/local.

   c. Next, click on **"Select Dues File".** Browse to the location of your dues file on your computer.

Most locals receive their dues files by email. When the message arrives, open it then download the dues file. We suggest you create a dues folder specifically for your dues files, so that you can locate it and browse to your due files easily when needed. You can edit the dues file name to include the date to make it even easier to identify later.

After a dues file is selected, the program will evaluate it and display results in the "**Basic Overview**" shown at the right side.

Basic overview
Total Dues Count: 5
Total Dues Amount: $245.88
Additional information
Arrears Dues: 245.88 paid by 5 members

Clock number 178551552 not found, member will be created
Clock number 513149689 not found, member will be created
Clock number 750393008 not found, member will be created
Clock number 814143484 not found, member will be created
Clock number 814184922 not found, member will be created
Coudn't find department with code 15D1
Coudn't find department with code 71M1
Coudn't find department with code 25E1
Coudn't find department with code 27Z1
Coudn't find department with code 25N1

Normally, you will see a summary of the dues and member count of the selected file.

If the file layout is incorrect, you will receive a message to that effect also.
Contact support (866-727-8291) if you are uncertain about why.

3. Click on "**Import**".
Once the dues have been imported / posted you will receive a confirmation. Note the details of the posting can also be found in the Activity Log in settings.

After importing the file, the "**Print Result**" button at the bottom right will activate. Use this option to view/print members who were added to your membership data by the dues file as well as negative dues amounts on the file.

Note that most dues programs offer the option "Report" at the bottom left, by "Import". This offers the option to simply view/print the entire dues list you have selected.

How can I be sure my dues posted?

- Check the Dashboard for a quick snapshot of all dues posted
  or
- Run a Dues Report
  Select **Members** then **Dues Report**. Choose from the options provided what date range and the particulars of what you would like to capture.
  or
- Spot check a specific member
  Select **Members** then **Members List & Reports**. Use the Quick Search bar to locate one of the members on the dues file and open their **Member Information Screen**. Click on the "**Dues**" button to review the dues posted.
  Be sure that "**Show Refunds**" and "**All Dues**" are checked.
  (This information can also be printed by clicking on the "**Print Dues Report**" Button.)

To Clear Dues

If you need to clear dues for any reason, you can clear dues for a particular unit / month / year.
From the top menu, select **Members** then **Clear Dues.**
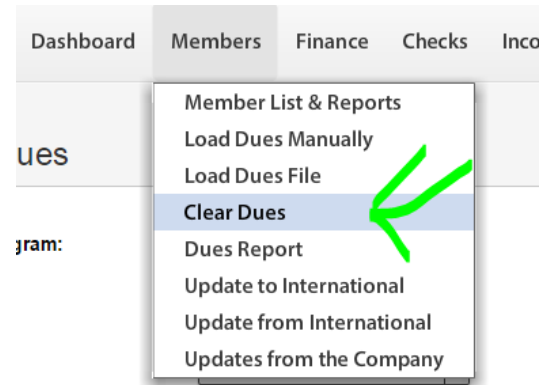
Indicate the Year/Month to be cleared as well as the type and unit.
Then click the "Clear Dues" button.

You will receive a confirmation that will tell you that the dues have been cleared.
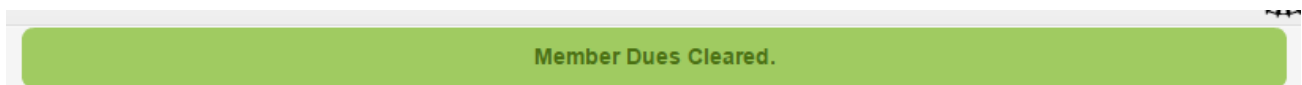
UAW Update to International

This process allows you to create a file of membership updates for submission to the UAW International website. We recommend you do this regulary, perhaps monthly througout the year to keep your inforation synchronized.

1. From the top menu bar, select **Member**s then "**Update to International**".
2. Choose between 2 options:

   - Export only changes since a specific date
   - Export full membership data

3. Select the "**Download**" button.
4. The system will create a MBRUP.zip file; download this file to your computer or a flash drive-- take note of where because you will need to be able to locate it to upload it to the UAW Site.
5. Use the link at the bottom of the page to reach the UAW Luis System to **upload the "MBRUP.zip" file**.
   (You will need a current login to their site; for help, email them at userrequest@uaw.net).

Update to International

This process allows you to create a file of membership updates for submission to the UAW International website. We recommend you do this regularly, perhaps monthly, throughout the year to keep your information synchronized.

Use the selections below to create the "mbrup.zip" file.
Then, click the link below to import it.

The following member details are shared with UAW for members of Active, Retired, and Surviving Spouses:
Note: Member status changes (such as deletions) are also transmitted.

Name, First	Marital Status
Name, Last	Seniority Date
Name, Middle Initial	Sex
Address	Skill Trades
City	Job Status
State	Phone Number
ZIP Code	Unit
Birth Date	

The last update file was created on 05/17/2018

○ Export only changes since the date shown
◉ Export full membership data
☐ Omit Clock Number?
☐ Omit SS Number?

Download

Link to the UAW site to upload the "mbrup.zip" file: https://localunion.uaw.org/pct.php

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Note that there is an option to *not* send your RCSNG clock numbers or SSN. This may be needed if these identifiers do not match those used by UAW's LUIS system.

For example, if the client does not track SSN and simply uses fillers or another number for SSN. Uploading these substitutes may result in a lot of errors on LUIS as they run the numbers against the death registery etc.i

UAW Update from International

This process allows you to update your RCSNG membership data from the UAW's LUIS system. You can choose to update only UAWIDS from that system or basic member information as well.

1. **Download an RCS Membership file** from the UAW Luis system

    Log in to the UAW's LUIS System. RCSNG offers links to this site on the **Dashboard under Links & Resources** and also on the **UAW Update from International** screen.
    The following instructions regarding the Luis System can be found on the UAW website under the help tab / membership manual:

     If you have not created a username or password - please click on the help button from the UAW International web site. Next, click on "Request a Login" This will prompt an email to open. Complete the questions and send. The UAW will send you more information.

    Once logged in to LUIS, click on Membership from the top scroll bar then scroll down to "Reports". Select "Membership", then "Roberts Export". Click on Continue to generate a **MBRUPNEW.DAT** file --save this file to your computer where you will be able to locate later.

2. **Import the file to RCSNG** --Return to www.rcsng.com web site
    From the top menu, select Members then **Update from International**.

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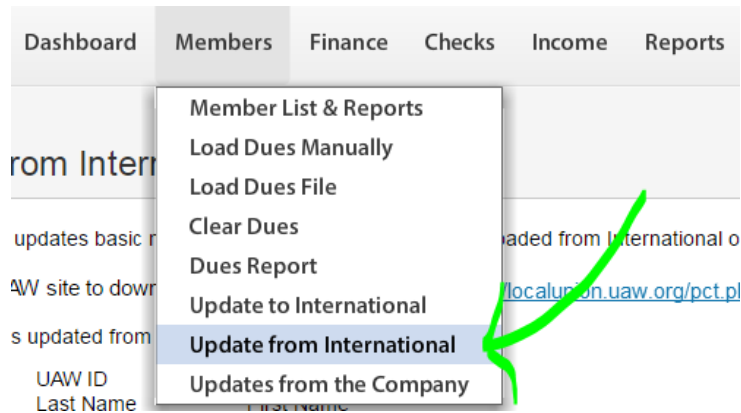
💡 ***One thing to consider when Updating to & from International..*.** Both systems use the Social Security Number field to identify and match up member records. With that in mind, if your RCSNG does not use real SSNs but LUIS does- you could end up with two records for each of your members. It's important that your data matches up *before* you synch up!

a. Indicate what information should be imported; make your selections with the check marks.

   A warning regarding status: If your RCSNG data supports more than one type of Active/Retired/Survivor/or Deceased status - you may not want to update status. The UAW LUIS system only supports a single status for each of these.

   Example: The UAW LUIS system has just one type of Active -1

In RCSNG, you might have more: Active -1, Active Layoff -2, Active Beck -3
Updating status from LUIS would set your 1, 2, 3 members all to 1!

b. Click the "**Select Files"** button and browse so select the file you downloaded earlier from the UAW LUIS system.

c. Click the "**Update"** button to begin the loading process.

The system will now update your software from the International.

Please note – when the system is done updating you will receive results from the download. Please read them carefully.

Financial Intro

The Financial area of RCSNG consists of the Checks, Income, Balancing, and Reports tabs as well as the related Dashboard and Settings items. Financial access is customizable; users can be granted privileges with full access or they can be restricted to view-only, to hide Social Security numbers, or to hide reporting options.

For users of the previous versions of RCS Financial, there are a few key differences to note:

Migration
Our staff works with client individually whether they are upgrading from the previous RCS programs or moving from another system. We can often import your previous data to give help you make a smooth transition. This a great time to clean house for a clean start. We will evaluate the data for any special concerns and notify the client of corrections needed.

When moving from the RCSN NRT, the current year's data will be converted then loaded in to RCSNG. *Only* the current year will be migrated to the new web-based programs. Any previous years of Financial will still be accessible from their existing shortcuts using the previous version programs.

No Year End Roll-Over Process
RCSNG has no "Year End Processing" menu item. Between December and January there are no extra roll-over steps, just continue the book work as usual. As time goes on, it will be possible to run reports that span multiple years if needed.

Many areas such as employee details and YTD totals, deductions, tax tables will now have year indicators. This is necessary as much of the information is subject to change from year to year.

Of course, Financial Secretaries and bookkeepers have many important year-end duties such as W-2 forms, tax reports, LM and 990 Reporting. The tools to complete these jobs found on the Reports tab from the top menu bar.

Tax Table Maintenance
Because RCSNG is web-based, our staff administrators will maintain the **state and federal** tax tables as well as the FICA/MECA. These tables can be reviewed by clients in the Settings, but not edited.
Individual clients will need to maintain only their FUTA and SUTA rates as these unemployment rates can vary by state/business. Local and city taxes are also managed by the users.

Revised 12/2020

Financial - Checks

Getting Started with Checks

From the top menu bar, select Checks then **"Create New Check"** there (or from the Check List.)

Few things to know about checks for starters:
- In RCSNG, there is no check posting process. Checks are included in reporting once saved.
- Print checks only as needed; check printing is not required.
- The required fields can be edited by tabbing through the page *or* clicking on fields with the cursor. All required fields must be completed to save your check.

Writing a Check

Working from top to bottom, review each field, including those that pre-fill.

1. **Check Type: Select "Payable" or "Payroll".**

Payables are written to Vendors, including businesses and organizations.

Payroll is paid to employees including those you pay lost time.

(Wages, LT and reimbursements to officers and key staff will be made in payroll with the exceptions of refunded dues and reimbursements for larger asset/inventory items.)

2. **Journal Entry:**

   Journal Entry checks are used to record expenses that do not have a real, printed check. Examples include bank fees, on-line payments, and debit card expenses. In the past, these were referred to as dummy checks or 999 checks.

   Note that that JE checks have a separate numbering system from real checks.

3. **Check Number:** The system will suggest the next expected check number in sequence. This *can* be changed this as needed.

4. **Date:** The system will suggest the current date, or your last used date in a series. You may also change this as needed.

5. **Vendor:** Pay to the order of…

   1. **An existing vendor**

      Select an existing vendor by one of several methods

      … use the drop list arrow to see your recent vendors

      … enter the first few characters of the vendor name to search

      … enter the vendor number (for those of you with memorized numbers!)

   2. **Create a new vendor with full details**

      At the bottom of the drop list, there is an option for **Create New** – This is a link to a new Vendor Information page. Once the vendor is saved, just use Back to return to the check in progress.

   3. **Create a quick vendor (previously known as a one-time vendor)**

      Simply type in the name and keep going! When the check is saved, there will be a pop-up window offering the opportunity to add a mailing address.

6. **Memo:** This is the main memo field, appears on the check itself. It is possible to select a previously used memo by typing just a few letters of it.

7. **Add'l Memo:** Additional space for more lengthy memos. Appears on stubs, but not the check itself.

8. **Pay End Date:** Enter a pay period end date if desired.

9. **% Dues Deduction:** Generally used only for bonus checks that need dues withheld by a flat percentage. Check the box and enter the percent to be withheld. (Often 1.15%)

10. **Check Split Grid**

Most checks have just one row, but it is possible to split the check in to as many as 30 rows. The check grid will be outlined in red until all the details are complete.

(Payroll) checks have a few additional fields compared to Payable checks.

Fund	Account	Committee ...	Shift	Rate	Hours	Amount	Feder...	FICA	ME...	State	Purpose
800 General Fund	300 Wages (Officers)			$27.50(	20	$550.00	$39.65	$34....	$7.98	$11.94	Rec Sec Pay
800 General Fund	641 Refreshments Reimbursem			$52.73(	0	$52.73	$0.00	$0.00	$0.00	$0.00	Meeting Refreshments

Rep:	0	Pol:	0	Cont:	0	Gen:	0	Adm:	0			Gross:	$602.73
													$93.67
Federal:	$39.65	FICA:	$34.10	MECA:	$7.98	State:	$11.94			% Dues:	$0.00	Net:	$509.06

Fund	Select the source fund of this money, type the fund number or search. Search with the scroll bar or typing just a few letters of the description.
Account	Select the account number, type account number, or search the list. Search with the scroll bar or typing just a few letters of the description.
Committee	Additional option for sorting/reporting that can be enabled in All Settings.
(Shift)	Not required, but if filled can be used to automatically calculate shift differentials in the Financial Unit settings. This can be set on the employee record
(Rate)	Not required but can be used to calculate pay. Can be set on employee record as an over-writable default.
(Hours)	Not required but can be used to calculate pay. Standard hours can be set on employee record as an over-writable default.
Amount	If a rate and hours are found this will auto calculate, if not, enter it here.
(Taxes)	Taxes will be automatically calculated. If the check had multiple taxable lines, you may notice they will update as the taxable total changes. Be careful about editing these taxes- FICA and MECA are flat rates and generally should not be edited without assistance.
Purpose	Used mostly for check splits with multiple rows to differentiate between rows with similar accounts but different purposes.

11. **Functional Hours** boxes (For LM2 clients only)
   LM2 filers need to record both paid and unpaid work for the local on payroll checks.
   Payable checks require functional codes on only *some accounts*.

   Rep   **Representational** (bargaining, contract enforcement, organizing, increasing
             solidarity and awareness in the community, logo items)
   Pol   **Political** (costs related to influencing an election or legislation)
   Cont   **Contributions** (Donations to charity, fundraisers, scholarships, memorials)
   Gen   **General Overhead** (janitors, maintenance, security, dues refunds, interest)
   Adm   **Administration** (elections, constitutional convention, payroll, and bookwork)
   T   **Percent of Time** on Payables – certain accounts are identified in the Chart of
             Accounts as eligible for T. These are expenses that support the full operation of the
             local and not just one specific purpose. These include postage and supplies for
             general use, building rental, internet, and phone etc.
             **The actual LM percentages that will be applied to these payables using T comes
             from the hours entered on payroll checks to the officers on LM Schedule 11.**

12. **After all the selections are made and details are entered, save the check!**

Delete		Save & New	Save	Save & Repeat	Back

   Options:
   1. **Save & New**   Save the current check and start a fresh one
   2. **Save**   Save the current check and stay on the page
   3. **Save & Repeat** Save the current check then start another with the same split
   4. **Back**   Return to the previous page

Remember there is no check posting in RCSNG, once the check is saved it is available throughout
the system for reports, reconciling – even if it has not been printed yet.

If the Save buttons are not active…
Look for any fields outlined in red- this indicates the information entered has an error or
missing required details.

Check Printing

There are two ways to print a check
1. **Individually, from the check screen**
    1. Load the corresponding sheet of check stock for the check number to be printed.
    2. Choose the Print button.
       The check should open with Adobe Reader. Review the check details for accuracy – you can still go back to edit before printing if needed.
    3. Select print from Adobe Reader, Actual Size must be selected.

If the check alignment needs adjustment…
This can be done in Settings/All Settings/Financial/Check Template. Also – remember your print jobs should be set to open with Adobe Reader and printing in Actual Size.

2. **Batch printing from the Check List**
    1. Enter and save a group of checks (without printing)
    2. Return to the Check List and click the **Not Printed only** box to isolate fresh checks.
    3. Use the check boxes on the left side to select which checks to print
    4. If desired, select **Print Vouchers** or a **Check Summary** report for your records.
    5. Last step is to "Print Checks" (because printing will change their status, they will no longer appear as "Not Printed".

       *The checks will open with Adobe Reader, lowest number first. Review the check details for accuracy – you can still go back to edit before printing if needed.

    6. Select print from Adobe Reader, Actual Size must be selected.

Clicking the Print Checks button will change the check status to PRN for printed-- whether the user follows through with printing it on paper or not.

Checks can be re-printed any time, as needed.

Some users like to print Journal Entry checks for their records. However, if this is not needed, but you would rather they not be included when checking "Not Printed only"– just select them for printing and cancel before actually printing in Adobe Reader. Doing so will change their status to PRN which will make it easier to isolate fresh checks next time.

Check List

The check list is a great home base for writing checks. By default, when you land there you will find the most recent date checks right on top – making it easy to see where you left off. For those who also use Membership, much of the functionality of the page will be familiar.

It is possible to sort the page by clicking the column headers. To reverse the sort, just click the header again.

Notice the **Settings Cog** at the top right corner, open this link to edit which check detail columns appear in the list and in what order. In the example below, this user does not use **Additional Memo.** Removing that column would leave more space for the standard **Memo** field.

In the top left corner in green brackets, the **Print Vouchers**, and **Print Checks** options are used to mark and print checks or vouchers for the items **flagged with check marks along the left column**. Review the Check Printing instructions for more details.

The **Quick Search** box is a speedy way to locate checks, most commonly by check number. It can also be used with just a few letters to match vendors, employees, even memos.

> 💡 **Can't find the old checks you are searching for?**
> Note the "Display last 12 months only" box. For efficiency and speed, by default this box is checked to limit the amount the amount of data displayed. If older checks are needed, remember to uncheck it.

Filter On/Filter On is a powerful tool for isolating a specific group of checks, either to simply locate a specific check or to make a report of them.

1. Click the Filter button to ON
2. At the left side, choose a check property from the "Please Select" drop list
3. Choose a comparative
4. Choose or enter the appropriate value.
5. If you want more than one filter, just click the + symbol to add an additional row or more.

Example
Find any checks written in February that have been voided (at any time):

Check Summary Report

Now that you can build custom queries, print, or save the results with the "Check Summary Report" at the bottom left of the screen. This report will include any checks listed in the body of the Check List and the number of checks is shown at the bottom right of the page.

There are two formats offered-
    Check Summary is list of the checks, one line per check.
    Check Detail is a more complete listing of all check details, formatted like the A40.5 report.

Check Repay

Do you find that you keep writing the same checks over and over? Maybe your officers get the same allowances each quarter, or your stewards get the same pay each month? If you have a number of these, repay could save you a lot of work.

Check Repay lets you set up check templates, and then generate a batch of them quickly.

1. Set up a name for the group of checks in Settings/All Settings/Financial/Repay Groups

Repay Groups

Existing entries can be edited; changing a description will update its associated records.
Deleting an entry will permanently remove this detail from associated records - caution!

➕ add 🗑 delete

Description
Quarterly Stipends
Officer Allowances
Montly Payables

2. From Checks/Check Repay, select **Create a Template**
    The check screen will look much like a regular check. However, notice there is no date nor check number.
    Plus, at the top, there is a selection to sort these by the repay group:

Once the template checks are created, you can start to create real checks!

3. To create real checks – Return to the Check Repay template list. All templates from all the groups will be listed here. **Click "Generate Checks" to get started.**

4.
5. Start at the top left, select a group of checks.
6. Enter a current Expense Date and Pay End date to be used on these checks
7. Enter the first check number from which to start.
8. "Update Check Deductions" If using weekly deductions, marking this box will offer the choice of which calendar week's deduction should be applied.
9. On the right, mark the check templates to be generated.
10. A check count appears at the bottom of the page. You can use the "Template Summary Report" to review your selection if desired.
11. To create the checks – choose "Generate Selected"

12. A confirmation bar a the top indicates the checks were created.

They can now be found on the Check List. Now the real, numbered checks can be edited and printed just like any other check. Should you need to add a row for a supply reimbursement, for example, just do that prior to printing the actual check.

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Check Approval Process

Automate your expense approvals with this optional, advanced feature. After vouchers are entered, the signers log in individually to review and authorize the proposed checks. Contact RCS Support to activate this process. An RCSNG administrator will add this feature to your client settings and then grant this additional user-privilege to each of the authorized check signers.

Once enabled, the Check List will show two additional columns to indicate their status. The authorized signers (and only those authorized signers) may log in to the system to indicate their approval or reject the waiting expenses.

	S1	S2	Check#	Expense Date	Memo	Gross Amount	Vendor / Employee	Status
☐	✔	✔	51005	07/01/2019	Donation made from Christmas...	$500.00	CAN Council Great ...	PRN, APRV: S1, S2
☐	✔	✔	48947	05/09/2019	Wages - Vice President	$920.00	Deborah Arden	APRV: S1, S2
☑	✔	✔	48948	05/09/2019	Wages - President	$920.00	John Burnell	APRV: S1, S2
☐	✔	✔	48949	05/09/2019	Wages - Recording Secretary	$920.00	Edward Haubenstri...	APRV: S1, S2
☐	👍👎	⊘	48950	05/09/2019	Secretary to officers + Supplies	$4,165.01	Candice Izzo	Rejected by S2
☐	✔	✔	48951	05/09/2019	Secretary to officers	$920.00	Clara Martin	APRV: S1, S2
☐	⊘	✔	48952	05/09/2019		$920.00	Dennis Taylor	Rejected by S1, APRV: S2
☐	✔	✔	51004	12/20/2018		$5,239.90	United Way Of Sagi...	PRN, APRV: S1, S2

Anyone with financial access can see the approval status, but only the signers (and administrators) can approve or reject an expense. Once approved, any changes by anyone other than (A1, A2, S1, S2) would wipe out the approvals.

A1, A2	Warrant Approval 1, Warrant Approval 2
S1, S2	Signer 1, Signer 2
Pair of thumbs	Check waiting review
Green Check	Approved
Barred Red Circle	Rejected (An explanation can be noted as well.)

In this example above:

- Check 48952 may have been rejected by Signer 1 because there is no memo.
- Check 48950 Signer 1 has not yet evaluated it yet. Signer 2 may have rejected this expense because of the unusually high and unexplained "supplies" amount.

*Note that even checks that have not yet been officially approved **can** be printed as needed.

*The only checks that can be printed without approvals are voids and JE for transfers.

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Check Digital Signatures

Another advanced check optional feature is digital check signatures. For those organizations allowed to do so, this can be a great time saver!

Steps:

1. Start by capturing the signatures. A clean, level signature on white paper that is scanned and emailed can work. Alternatively, there are many simple, free apps available for phones and tablets that can get the job done. Go to the app store on your device and search "capture signature". These apps let you sign the device with a finger or stylus, then save that as an image. Several also make it easy to share that image via email etc. A few we ha've tried:

    "Digital Signature – Electronic Signature" by TechinGif

    "My SignaturePad" by the Ideas Lab Group

2. Upload the signatures to the system.
    Go to Settings > All Settings > Financial > Employer Settings > S1, S2 Digital Signature
    The signatures are not displayed for security reasons but can be uploaded and deleted here.

3. Once the signatures are loaded, print a test check to inspect the alignment and placement. The check Template feature (also in Financial Settings) will allow you to move the signatures in to the correct placement.

Employees

Use the Employee List to create and manage payroll Employees. Any checks cut to staff, E-board members, and members on lost-time should be paid through payroll so that these expenses can be properly reported on the LM and 990. (There are just two exceptions – dues refunds and reimbursements for large purchases should be paid through payables. This is important because it will direct those items to the correct area of the LM report.)

Creating a new employee

Click the "**Create New Employee**" button at the top right to start a fresh employee form. The required fields are noted with asterisks; these fields are mandatory to save the record.

Information entered in other fields must be valid before the "**Save**" button at the bottom will activate. As shown here for example, the date entered is invalid, so the box is outlined in red and the Save is disabled. If the Save does not activate, watch for the red outline to find the error.

Notice the "**Import**" button at the top right corner. If the new employee already exists in the RCSNG Membership, you can use this option to start the Employee record. Member and Employee records are linked in RCSNG, saving you the hassle of updating the shared fields in two places.

There are many additional/optional fields on the Employee Form. Users of the previous RCS Financial should recognize many of the same details-- but with one important change. Because RCSNG Financial does not roll over at year end, many of the employee details are stored and can be viewed by year.

For example, employee Jane might have had a base rate of pay of $32.50 in 2014, and then $35.00 in 2015. Use the "**Year**" drop down to review settings for a previous year.

Employee Tab: Personal Info

When entered here, the Cola Rate, Base Rate, Default Hours, and Shift will pre-fill as wage checks are created. This is a real time-saver if these amounts are generally the same each payroll. Of course, even when these values pre-fill, they can be adjusted as needed during check creation. If the employee wages and hours fluctuate frequently, it might be best to leave these values blank.

Be sure to complete the **Officer** and **Title** fields; this is important information is used for both the LM and the 990 worksheets and forms. If an employee had a vote on the E-Board during the year in question, then the drop list should have a selection indicating whether the position is newly elected, continued, or completed during that year. If the employee did not hold any position during the year, then that Officer field would be blank.

Past employees who were used on prior year checks-- but will not be in the future-- can be set inactive. The "**Inactive**" check box indicates these employees should not be shown as available for future check writing, etc.

Employees who were used on past transactions in the system can not be deleted, but this option limits where they will be seen in the future.

Employee Tab: Taxes/Deductions

Use this tab to set up the employees' tax and withholding preferences. The Tax Option, State, Fed areas are to indicate which tax tables should be applied and how. The employee can also be configured to withhold an additional dollar amount or percentage if requested.

> The official state and federal tax tables in RCSNG are maintained by RCS - no need to update your tax tables yourself at the start of the year. If you receive a warning that you have selected a tax option or a state table that is not yet defined in the system, please contact support.

In additions to the standard state and federal tax tables, we offer the option of applying rounded tables and flat rates in **Settings**. Go to **Settings/Financial/Employer Settings** to select an alternative method of calculation.

Other payroll deductions and city and local taxes can be created and maintained in **Settings/Financial/City Taxes** and **Settings/Financial/Local Taxes.**

Once defined in **Settings**, use the drop list at right to apply a **City Tax** and/or **Local Tax** to an employee. A city tax is just that; a tax deduction later forwarded to the city revenue department. Many communities also have one or more **Local Taxes**; like school district taxes and county taxes.

Deductions like payroll garnishments, child support, and 401K can be applied in the table at the bottom of the screen. The available deductions will be shown, just fill in the schedule and the

dollar amount or percentage rate to be deducted. ****Note- the "Enable Payroll Deductions" box in Employer settings must be checked to apply deductions to Employees.**

Employee Tab: Address

The employee address tab works much like the member address tab. The employee's primary address is shown at the left. If enabled for Membership, the member can also have a secondary address on the right. This is commonly used for retirees who spend the winter months in warmer climates. The system can store both of their addresses- just use the switch button to swap them as needed.

Note that changes to an employee who also has a member record will automatically be applied to *both* records.

Employee Tab: YTD Totals

This tab is a summary of the wage, taxes, and deductions in payroll for the year to date. While you can change the year drop list to review past years, no data can be edited here directly. The totals are generated from records in payroll history.

Pay	Hours	Amount		Taxes Withheld	Pay
Wages, Regular	40.00	1500.00		Federal Tax:	274.36
Lost Time, Regular	24.00	900.00		State Tax:	107.15
Vacation	20.00	700.00		Fica:	210.80
Sick Time	8.00	300.00		Meca:	49.30
				Deductions Withheld	**Pay**
				401K	480.00
				FOC	350.00
				Christmas Savings	45.00
				Dues:	0.00

Total Pay: 3400.00 | **Net Pay: 1880.89**

Employee Tab: Activity

The employee **Activity** tab lists the checks paid to this employee during the past 12 months.
The checks listed are clickable; click to pop open the check screen for review. Use the **Back** button to return to the list.

| Personal Info | Tax/Deductions | Address | YTD Totals | Activity | Paid Time Off |

Year: 2017

Number	Date	Amount	Memo	Status
20469	10/10/2017	$700.00	20 hrs vacation time payout	PRN
20471	07/11/2017	$1,500.00	July FS Wages	PRN
20472	07/11/2017	$900.00	LT for Negotiations 7/5-7/8	PRN
20470	07/11/2017	$300.00	Sick Pay 7/8	PRN

Total Amount: $3,400.00   Print

Employee Tab: Paid Time Off

The system can track Employee paid time allowances in this area. For any staff that does earn time, enter the number of hours allowed for the year under Allowance. Leave any categories that do not apply blank.
 As checks are paid though out the year, the number of hours paid, the balance, and the related checks will be listed for reference.

| Personal Info | Tax/Deductions | Address | YTD Totals | Activity | Paid Time Off |

Year: 2017   01/01/2017 - 12/31/2017

Time Type	Allowance	Used	Balance	Notes:
Vacation	120	20	100	
Sick Time	80	8	72	
Misc Time	0	0	0	
Personal Time	0	0	0	

Number	Date	Amount	Hours	Type	Memo
20469	10/10/2017	$700.00	20	Vacation	20 hrs vacation time payout
20470	07/11/2017	$300.00	8	Sick Time	Sick Pay 7/8

Each year's listed allowances and notes are calculated independently. There is no automatic roll over of remaining allowances due to the complexity of rules for various employers.   At year end, the same starting allowance will carry over to the next year and if need be it can be increased to include any roll over from the previous period. Use the Notes to indicate any such calculations for clarity.

Allowances can be managed by calendar year OR employee seniority date. See **Employer Settings** to make this selection.

Finding an existing employee

Much like the Member List, to find an employee, use the "<mark>Quick Search</mark>" button at the top right. You can search by first and or last name, clock, or SSN. Check the "**Ignore Inactive**" box to omit past employees that are no longer in use. Double click to select and open an employee record.

Vendors List

Use the **Vendors List** to create and manage vendors.

Vendors are the businesses, organizations, and non-staff people to be paid with checks or received from on receipts. Vendors can be edited and created here on the Vendor List but also directly from the transaction screens as a time saver.

Use the "**Quick Search**" bar to locate an existing vendor. Enter part of the vendor number or vendor name to narrow down the list of choices. Double click to select and open a vendor.

There is a **Settings Gear Symbol** on this window; use this to access column settings if you would like to change the columns displayed or the order of the columns. As with other lists, you can sort the results by clicking on the column headers. In the example below, the list is sorted by Vendor Number.

At the bottom of the window there is an option of **Export Vendor List:**

Export an MS Excel list of the vendors including addresses, default fund and accounts etc.

Creating a new vendor

Click the "**Create New Vendor**" button at the top right to start a fresh employee form. Every transaction will have a vendor number in RCSNG, but there are <mark>only two required fields</mark>; noted with asterisks.

Information entered in other fields must be valid before the "**Save**" button at the bottom will activate. As shown here for example, the date entered is invalid, so the box is outlined in red and the Save is disabled. If the Save does not activate, watch for the red outline to find the error.

Tax ID/SS#:	555-55-5555
Business Type:	Janitorial
1099:	M ▼

The Tax ID/SSN# and 1099 fields is only required for vendors who are not incorporated and are paid over $600 during a year, as well as lawyers and arbitrators.

Most often this will apply to small, side-business type vendors who work under a Tax ID number. An individual might simply use their SSN. Examples include lawn care, catering, and snow removal.

Vendor Tab: Address

Enter the vendor's address information, if available. It will also print on your checks and display through the address window.

💡 Note that LM2 filers will want to be sure to fill in the **Address** and **Business Type**, particularly for vendors who aggregate over $5000 in income or expense. These details are required to export LM schedules.

Vendor Information

Vendor No:	7 ✴	**Tax ID/SS#:**		**Phone:**	(225) - 355 - 0197
Name1:	Piggly Wiggly ✴	**Business Type:**	Grocery Store	**Notes:**	Refreshments can be charged to account; billed monthly to the loca.
Name2:		**1099:**	▼		
				W-9 Filed:	▦

Tabs: Address | Expense and Income | Activity

Address:	3873 Choctaw Drive
	(ex. 123 Main Street)
City:	Baton Rouge
State:	Louisiana ▼
ZIP Code:	70805
County:	East Baton Rouge Pari
Country:	USA

**Vendors with income or expenses aggregating over $5000.00 in a calendar year must have a business type and full address recorded for LM purposes.

Vendor Tab: Expense and Income

Default fund and account numbers to be used on checks and receipts are indicated on the "**Expense and Income**" tab. Because vendors are usually used again and again for the same type of transaction, this is a great time saver when writing checks and receipts.

Select a default fund and account for each of the drop lists. These defaults can be over-ridden at the time of entering a transaction if needed.

Note that it is possible to set up a "split" of the check accounts as a default here too.

This is commonly used for forwarding federal tax payments. The LM requires we differentiate between taxes forwarded and direct taxes. Setting this up here makes it easy to remember and to do!

Vendor Tab: Activity

This is a quick recap of the selected vendor's transactions during the last 12 months. Just double-click a row to jump to that check or receipt. This list can also be printed with the "**Print**" button.

Financial - Income

Receipts

Receipts can be initiated from the top menu bar by selecting **Income** and then **Create New Receipt**. There is also a **Create New Income Receipt** button on the Income Receipt List

At the top of each receipt there is an image of a basic sample receipt followed by a grid at the bottom of the page for completing the details. Receipts often have just one line of detail, but it is possible to have as many, many more separate rows. This lets the user differentiate between various funds, accounts, purposes etc. as needed.

Like checks, it is possible to use your keyboard to move through the Receipt screen without the mouse if you prefer. Use the tab key to move to the next field, use the arrow keys to move up or down in lists, and the space bar to click/select items.

Starting from **Received From**

The vendor can be selected in several ways:
- Type in an existing vendor name – or at least the first couple of letters.
- Type in an existing vendor number.
- Click the down arrow at the right to choose from the most frequently used, recent vendors.
- Use the **create new** option to jump to the Vendor area to set up a vendor with full details. Save the details. The **Back** button can be used to return to the receipt in progress.
- Type the name of a new vendor. Even if it is not a recognized vendor, the address can be added later when the receipt is saved. This type of casual or "one-time" vendor *will* automatically be saved and will be available to use again in the future.

Memo
Type in additional info about this transaction, beyond the account number and amount.

Receipt Number
Once started, the receipt number should prefill to the next receipt number in sequence.

Date
The date will automatically default to today's date. Type over this as needed. Once you have created a receipt, the next receipt will default to that same date. If you are entering receipts for a variety of dates, be sure to update the field. The date is indicated by typing in the digits with slashes or by using the calendar to click the day.

Receipt Details Grid
As with other fields, the Fund, Account (and Committee Code if in use) can be selected by typing the start of the description, the account number or by clicking the drop list in the right corner of the field.

Bank Deposits

A bank deposit should be recorded in the system for each time money is deposited at the bank, whether by human or electronic delivery. Each income item on the bank statement should have a matching deposit entry in the system.

While a single deposit might consist of a single receipt, generally deposits are the monies from several receipts delivered to the bank at one visit.

The Bank Deposit List offers an overview of the previous deposits entered. Like other lists, it can be sorted by clicking the column headers, but by default it will show the most recent deposits at the top of the page.

Banks Deposit List

Number For ...	Deposit To Commercial	Deposit To Other Assets	Date	Number Of Membe...	Description
1	$765.00	$0.00	10/05/2017	0	Ticket Sales
2	$3.43	$0.00	09/30/2017	0	Checking Interest
1	$375.00	$0.00	10/02/2017	1	Tshirt Sales Receipts; 1 walk up dues
1	$0.00	$7.67	09/30/2017	0	CD Interest
1	$52,386.11	$0.00	10/11/2017	1114	October Dues -1114 members

The bank deposit totals for each month will normally match the totals of your receipts for the month. The A-132 Report (see Reports>Income & Expense> Monthly Summary of Cash Received) will list both for your review.

Add a new deposit

Select Create a **New Bank Deposit** button on the top right of the List and complete the form:

Bank Deposit

Bank Deposit Date   10/05/2017

Bank Deposit Number for the day   2

Deposit to Commercial Checking Account

Other Asset Account

Number of Members Paid Regular/Sub Dues 0

Deposit Description

*If there is more than one deposit on for the date, increment up to uniquely identify each deposit.

*Add deposits to primary checking on the "Commercial Checking" line. Add deposits to CDS, Savings, et al on the "Other Asset Account" line.

Bank Deposit Slips

The Deposit Slip feature is optional. This tool lets you select the receipts that make up the current deposit, then print out the list with totals. We find that that many balancing errors for income stem from math errors and typos on deposits. This tool helps prevent them. Even users who do not normally use deposit slips can use the tool to find deposit errors when balancing. Match up each receipt to its deposit to find which does not add up correctly.

- Only reciepts dated on or before the deposit date are shown
- Receipts already asssociated with another deposit won't be available

Select the included receipts, then print the list. You'll have accurate totals and can keep this list with the deposit receipt for future reference.

Financial - Balancing

After all the month's checks, income receipts, and deposits are in the system and the bank statement is available—it is time to balance the books.

Check Reconciliation

From the top main menu, choose **Balancing**> **Check Reconciliation**.

Enter Balances

On the left section, enter the month to be balanced and the beginning and closing bank figures from the primary checking statement.

Choose **Save Balances** to record this information.

Reconcile expenses

On the right side, you will see a list of eligible checks and journal entry checks.
With the bank statement for reference, move through the list and check the box for any expense shown as cleared on the bank statement. (No need to press save, the checks are stored dynamically.)

You can mark the boxes by clicking the mouse or by clicking the space bar. Just use the up and down arrows on the keyboard to move through the list.

The **Total Reconciled** shown at the left will update as each row is selected. Mark each expense until the Total Reconciled matches the amount of all checks/debits/and charges on the current bank statement. Any expenses voided during the month will also show a check.

Quick Reconciliation is an advanced, optional feature for reconciling or un-reconciling large numbers of checks. If the monthly bank statement is extremely long, it might be faster to clear a large range of checks, then un-mark any exceptions. As a safeguard, the system automatically makes a backup before applying the changes- this offers a recovery point in the event of an error.

If all transactions are complete and accurate to this point for this bank account (and there are no other account transactions), the following will happen:

- The Previous and Ending statement balance will match the checking statement.
- The Deposit Amount shown will match the checking statement.

- The Total Reconciled will match the total of sum of all charges against the checking.

The **Difference** will usually be zero dollars. Exceptions can include:

- If there are transfers to or from another bank accounts/cash asset
- Expenses that were drawn against a different bank account/cash asset – not this checking account. For example, a CD penalty or savings account fee would not be noted on this checking statement, but transactions are still needed to balance the Total Cash Assets in the next step.
- Special/unusual Journal Entries such as adjustments that do not appear on the statement.

If the Difference is red and not zero… again, this might be ok if one of the situations above exists. Any activity from a different bank account of course will not match the statement.

If there is no activity from a different bank account and no special Journal Entry, start to recheck each figure.

1. **Confirm the Previous and Ending numbers match the bank statement**- if not: correct them.

2. **Confirm the total Deposit Amount on screen matches the total bank deposits**- if not: The A-132 Income Report can help you review the deposits entered against the receipts.

3. **Confirm the Total Reconciled match the sum of all expenses on the statement**- if not: review the list on screen. Look closely for each check number and dollar amount, checking off on the statement to make sure all checks are marked and no extras!

Common mistakes

- Typographical errors on the Previous and Ending Amount values.
- One or more deposits may have been skipped. Each bank deposit on the statement should be entered individually.
- Dates might be incorrect – on checks or deposits or receipts! Users often enter transactions at month end and forget to enter the correct, dates from earlier in the month.
- Typos on the dollar amount
- Check number mix up; checks printed on the wrong check stock
- Forgetting to reconcile debit card purchase or cash withdrawals
- Forgetting to enter interest income receipts and deposits

The Check Reconciliation tool is designed to clear expenses AND help users find such errors. While it is required to reconcile your checks, the other information on the screen is for your reference. There is no requirement for the difference to be zero – as noted above there can be situations where this is acceptable.

Outstanding Report

After all the expenses are reconciled and the figures correspond with the checking bank statement, be sure to print the Outstanding Check Report. Any expenses written prior to the month end that have not been cashed will be listed and tallied. **This report should always be printed and kept with the bank statement as the two items comprise your actual balance for the account.**

Reconciled Report

The Reconciled Report will print all items checked off for the month shown. This can be a useful tool in cases where the total reconciled do not quite match the total on the statement. Print the Reconciled Report and compare to the bank statement to find the variance.

Don't stop here, the official balancing of the Total Cash Assets is the next step: the Allocation of Assets.

Allocation of Assets

The Allocation of Assets page is an important one. Input the final values for each and all Cash Assets here. These final values for each bank account on the left will be compared to the Balance to Account on the right. This is a form of checks and balances; to confirm transactions have been entered for all activity.

This page may be quite simple if the client has just one checking account. Likewise, if there are several accounts being managed, the Other Asset Account list could be extensive.

Steps:

1. Enter the closing value of the primary checking at "Ending Balance per Bank Statement."
2. Enter the value of any "Cash on Hand". Cash on hand is money received during the month that was not deposited in time to appear on the current bank statement.
3. Update the closing value of any other Cash Assets listed in the table.
   Notice that if the amount is different than the prior month, the change is noted. This serves as a reminder to record related activity.

Once the Allocation of Assets figures have been updated for the current month- compare this to the Balance to Account on the right. In the example shown above, the two figures are not in balance and the red text is a warning!
In this scenario, stop and review! Do not continue to reporting until the error is located and corrected. The two numbers must match. Review the check reconciliation and confirm any activity on other accounts has been documented correctly. Remember that dates are important, and all activity should have entries.
RCS support can also assist you with balancing if needed.

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Transfers

On the **Balancing** menu, choose **Transfers.**

In the past, we found that many users are unsure what checks or receipts to make when they want to transfer money between funds, or between bank accounts. Negative offset entries (because the money moved is not really new or spent) can be very confusing. This area makes transfers easy.
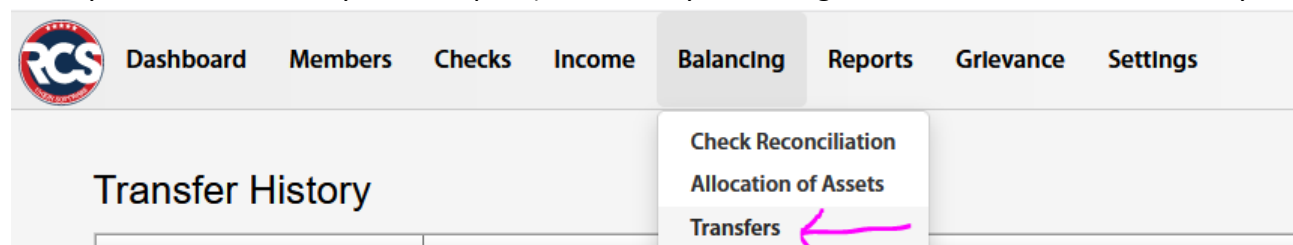
The tool provides the user more information to better understand each type of transfer. The user completes the page, indicating where the funds originate from and move to—then the program creates the required expense and receipt records.

Creating a transfer from this area will also create a record on the **Transfer History**. The transfers can be updated from the transfer area, or, the actual receipts and checks associated with the Transfer can also be edited as needed too.

The list lets you quickly review transfers apart from other transactions that would be on the check and receipt lists.

Transfer History

Transfer Date	Purpose	Total Amount
06/30/2017	JUN Monthly Penny Allocation (member count 423)	$1,304.75
05/31/2017	MAY Monthly Penny Allocation (member count 408)	$1,277.85
05/25/2017	Close out Chase CD	$50,101.49
04/30/2017	APR Monthly Penny Allocation (member count 364)	$1,158.29
03/31/2017	membership aproved $500.00 donation to civil right comm, for safty city.	$500.00

Create New Transfer to start a new transfer.
The first step will be to indicate the type:

- ◉ Monthly Penny Allocation
- ○ Transfer Between Funds
- ○ Open/Purchase of Asset
- ○ Close/Cash In of Asset

Penny Transfer/Monthly Penny Allocation

1. Choose **Create New Transfer**. Then, click the bullet to select the **Monthly Penny Allocation**

As before, the Penny Allocation process is automated. The calculation of how much to transfer to which funds comes from two things:

Pennies Per Member for the fund   *multiplied by*   **Per Capita Member Count**

- Pennies Per Member are defined in Settings/Account and Fund Setup
- PCT member count is based on the month's dues receipts and dues refunds in payable checks

**Alternately, some clients calculate this monthly transfer by a percentage of their dues dollar amount, rather than pennies per member. The percentage noted is applied against 80% of the dues total rather than a count of members. This an option in Setup.

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2. **Indicate the month.**
   - At the top right corner, we list the dues receipts and dues refund checks that have been counted to create the total member count and total dues.
   - At the bottom of the page, the transfer amounts calculated by the system.
3. **Review the totals.** Items in the top corner transaction list can be clicked to open and revise as needed.
4. **Add any additional notes** as needed.
5. **Save**.

After saving the Penny Transfer, there will be a new entry for it on the **Transfer List**. There will also be a corresponding Journal Entry receipt created for the last day of that month. Either of these can be edited. For best results, we suggest if you want to edit or delete the transfer, return to find it on the **Transfer List** and edit the transfer record so that all related transaction will be updated automatically.

Note: Past penny transactions were migrated as regular journal entry receipts; they were not added to this **Transfer List**. This list will grow as you begin to use this new feature.
We believe this new tool will help users locate and manage transfers. If you create transfers manually without the Transfers feature, the system will no't include them in the **Transfer List**.

Bank Transfers 1 2 3

1. **Start by entering transactions to cover any change in value before closing.** There may be new interest on the account and/or penalties or fees. These amounts will not be offset, they are real, new income/expenses.

2. **Using the transfer screen (Balancing>Transfers)- start a new Transfer**

Start by selecting the appropriate type of transfer with the bullets, then fill in the rest.

Open/Purchase is used to open a new asset or add additional funds to an existing Other Asset – makes a pair of checks.

Close/Cash in used to close an "Other Asset" account or withdraw partial funds – makes a pair of receipts.

Creating a transfer with the tool records this transfer in the transfer list for easy location, but it also creates the checks or receipts needed in the system to effect the change. You could do these transactions without the tool, but many folks find it confusing. This tool helps folks get the correct offsets automatically.

3 Update the Allocation of Assets page

The last step is to update the corresponding bank accounts on the Allocation of Assets.

If you have created a new "Other Asset" – go to Settings > All Settings > Financial to Add a new account to your available accounts.

If you have closed such an account – many users also visit settings to update the account name as such, like

"Bank of America CD #2343232 – Closed 11/16/2018"

Update the Other Asset values to the correct end of month amount.

Financial - Inventory

Inventory is maintained under the Balancing tab on the top, main menu bar. Use this area to document Fixed Asset items (land, building, furniture, equipment and so on) as well as Inventory items (such as resale items, give away items, recognition awards, Bibles, and the like.) By keeping a current catalog of your inventory, you will be able to produce an accurate export list as needed for audits. The software can also use this information for LM reporting.

User Access?

Access to maintain the inventory area was initially granted to all existing Financial Edit users. Please note however, this can be adjusted per client request. It is possible to grant inventory access as a stand-alone privilege. If your local would like to delegate the task of inventory maintenance to a user who should not have access to any other area, this is no problem. Simply request access for inventory only for the new user.

Getting Started

For anyone currently maintaining this information in a spreadsheet or other digital document- it may be possible for our staff to migrate these existing records in to RCSNG. Please contact us for assistance.

Large quantity items? Delete outed item.?

Every item in Inventory will have an Acquisition Date, and most likely, eventually a Deactivation Date. These dates are used to identify your active inventory at any given time. When working on your LM, you need to know the active items as of December 31st, for example, keeping in mind that list will likely shift from year to year. To this end, two pieces of advice:

We recommend an individual record per item. This allows you to maintain accurate details for each piece. (Use the tools to create and deactivate multiples.)

Only delete accidental entries; typos, duplicates this sort of error. Any real inventory should be "Deactivated" rather than "Deleted" when it is no longer active.

> Consider a printer purchased in 2015, discarded in 2019. If you delete it, any LM worksheets would now omit it for the years that it was in service.

Inventory List

Start here! Create new items, find a specific item with quick search, or use the Filter to isolate specific items by specific criteria.

This list can be customized to your preferences. Select the Settings icon on the top right to choose which fields are helpful to you for sorting and filtering. You can also use any visible column to sort the results.

Create New

To add a new item to the inventory list, select Create New. Just a few key fields are required, as indicated by the asterisks. You can choose to use as many or as few of the other fields as needed. Note that the status field is not editable; it is the product of the Asset In compared to the Asset Out dates.

Inventory Information

Inventory ID Number:	130	*	Status:	Active		
Description:	Brother MFC Printer	*				
Asset Type:	Fixed	*	Fixed Asset Sub-Type:	Office Furniture and Equipment		

Asset Details | Related Documents

Manufacturer:	Brother		**Asset In**			**Asset Out**		
Model	MFC-91320CW		Acquisition Date:	11/11/2016	*	Deactivation Date:	MM/DD/YYYY	
Serial Number:			Cost Price:	285.00	*	Sale Price:		
Location:	Financial Secretary's Office		Check Number:	87522		Deactivation Method:		
Assigned to User:	Fred F.		On Loan?	☐				
Size:								
Color:								
Notes:	Network printer, shared by front office. Toner on repeat order via Staples TN210							

Delete | | | | Save & New | **Save** | Save & Replicate | Back

Notice that several fields offer drop list selections-- these are maintained in the Financial Settings Area. From the top menu, choose Settings > All Settings > Financial > Inventory

The second tab, Related Documents, allows the upload of a file- such as a scanned receipt, purchase order, warranty – anything you might like to store with the record.

Need to add multiple identical items? Use the "Save and Replicate" option to create multiples of the same item. Follow the on-screen prompts

When an item is discarded, sold, or donated – update the item in the "Asset Out" area. It is important to add these details to deactivate an item. (Generally, the delete option is only for errors.) You can Deactivate multiple, identical items from the Inventory List as well.

Filtering and Reporting

The Inventory List offers filtering; an option to narrow down the list to the items you are after.

- **Quick Search** Enter the first symbols of the ID Number, Description, Manufacturer, Location, Assigned User.
- **Active Only** This check box limits the display to only items in service; it is preset for today's date, but you can select any date.
- **Filter ON** Turn the filter on to apply one or more limits to your returns.
  Use the green plus to add more constraint rows as needed, the orange negative to remove any unwanted rows.

To sort the list, click a column header. Take it to a secondary or even third level by holding down CTRL as you click column headers. (Just click again to toggle the sort direction up or down.)

	ID Number	Status	1▾	Description	3▴	Location	2▴	Asset Type	Acquisition Date	Assigned to User	Deactivation …
☐	29	Active		35 Gallon Plastic Tubs (Green)		Storage Unit		Fixed	01/01/2019		
☐	28	Active		35 Gallon Plastic Tubs (Green)		Storage Unit		Fixed	01/01/2019		
☐	27	Active		35 Gallon Plastic Tubs (Green)		Storage Unit		Fixed	01/01/2019		
☐	44	Active		Boxes of picnic supplies		Storage Unit		Fixed	01/01/2019		

☐ All   Deactivate   ☐ Active Only

 Download to Excel File button at the bottom left will export the inventory items currently displayed, in the same sort sequence.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ID Num ber	Status	Description	Asset Type	Fixed Asset Sub-Type	Manufacturer	Model	Serial Number	Location	Assigned to User	Size	Color	Acquisition Date	Cost Price	Check Number	On Loan?
2	47	Active	10'x 20' Canopies	Fixed	Office Furniture and Equipment	Sunbrella			Storage Unit				01/01/2019	180.00		
3	46	Active	10'x 20' Canopies	Fixed	Office Furniture and Equipment	Sunbrella			Storage Unit				01/01/2019	180.00		
4	29	Active	35 Gallon Plastic Tubs	Fixed	Office Furniture and Equipment				Storage Unit			green	01/01/2019	20.00		
5	28	Active	35 Gallon Plastic Tubs	Fixed	Office Furniture and Equipment				Storage Unit			green	01/01/2019	20.00		
6	27	Active	35 Gallon Plastic Tubs	Fixed	Office Furniture and Equipment				Storage Unit			green	01/01/2019	20.00		
7	44	Active	Boxes of picnic supplies	Fixed	Office Furniture and Equipment				Storage Unit				01/01/2019	25.00		
8	43	Active	Boxes of picnic supplies	Fixed	Office Furniture and Equipment				Storage Unit				01/01/2019	25.00		

Of course, one of the primary goals to all this documentation: LM2 preparation.
Go to Reports> LM> Schedules to run the Schedule 6 & 7 Worksheet.
The schedule will be sorted based on the item details to sort and summarize for the LM2.

Financial Reports

| Income & Expenses | Financial | Tax | Employee | W-2/W-3/1099 | LM | 990 | AUX |

Year: 2018 ▾   **Schedules** ⓘ

Total Receipts: $662,144.62   ◉ Schedule 6 & 7 Worksheet *New! (3)
◯ LM2 Blank Form   ◯ Schedule 8 & 10 Worksheet
◯ Worksheet   ◯ Schedule 11 - Disbursement to Officers
◉ Schedules   ◯ Schedule 12 - Disbursement to Employees
◯ Verification Reports   ◯ Schedule 14 - Itemization page
Generate   ◯ Schedule 14 - All other receipts < $5,000 (WS-2)

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Financial Reports

Financial Reports are found on the Reports tab on the top, main menu bar. They are sorted by category to make them easier to locate quickly.

Choose the report type on the left for the desired report.

The specific options available for that report will appear to the right. Note that many reports can be run for all funds or a specific fund.

Income & Expense Report Tab

Monthly Summary of Cash Received (RPTA42-A-132)

- Lists each receipt in date/receipt number sequence with details
- Summarizes income summary by account number
- Summarizes income by fund
- Lists bank deposits
- UAW locals also will see the PCT Statement A-3A

| FORM A-42/A-132 | | | | UAW LOCAL 4000 | | Region No.: 2B |
| 10/23/2017 13:30:13 | | Monthly SUMMARY of CASH Received | | Report Period 01JAN2017-31JAN2017 | | Page: 1 |

Date	Rcpt #	Amount	Account	Fund	Received From
01/04/2017	699651	343.70	115 - Dues - Retired Workers @ $1.00 or $2.00	850 - Retired Workers Chapter Fund	2 International Union Uaw
			Purpose: #1681447 L.U.2075 RET WORKERS CHAPT		
01/04/2017	699652	42.70	115 - Dues - Retired Workers @ $1.00 or $2.00	880 - Retiree Local 1331 Fund	2 International Union Uaw
			Purpose: #1681419 L.U. 1331 RET WORKERS CHAPTER		
01/04/2017	699653	64.80	101 - Dues - Regular (Private Sector)	800 - General Fund	18 General Dynamics
			Purpose: (1) REGULAR DUES FOR JANUARY		

Summary of Income by Month (RPTA44)

- List each income account with dollar amount by month, by quarter

| FORM A-44 | | | | | UAW LOCAL 4000 | | | Page: 1 |
| 10/23/2017 13:36:47 | | SUMMARY of INCOME by MONTH | | | Report Date MAR 2017 | | | |

Classification	Jan.	Feb.	March	Total For Quarter	April	May.	June	Total For Quarter	Total For 6 Months
101-Dues - Regular	26816.59	25825.21	31141.22	83783.02	0.00	0.00	0.00	0.00	83783.02
105-Dues - Bonus	0.00	95.82	0.00	95.82	0.00	0.00	0.00	0.00	95.82
115-Dues - Retired	386.40	386.75	386.75	1159.90	0.00	0.00	0.00	0.00	1159.90
122-Initiations - Intl	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00
123-Initiations -	0.00	0.00	19.00	19.00	0.00	0.00	0.00	0.00	19.00
188-Interest on	2.18	1.91	2.11	6.20	0.00	0.00	0.00	0.00	6.20
217-Raffle	1205.00	460.00	995.00	2660.00	0.00	0.00	0.00	0.00	2660.00
255-Sales - Shirts	324.39	0.00	0.00	324.39	0.00	0.00	0.00	0.00	324.39
293-Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
441-Refund	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00
649-Refund Reg.	0.00	0.00	700.00	700.00	0.00	0.00	0.00	0.00	700.00
TOTAL	28734.56	26771.69	33245.08	88751.33	0.00	0.00	0.00	0.00	88751.33

Report Cont'd

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Summary of Dues Received (A-3A)

- Lists dues receipts along with their dollar value and member count
- Dues Totals
- Incudes calculations for UAW PCT payment on LUIS

10/23/2017 13:38:54		Summary of Dues Recieved	Report Period:	01/01/2017 - 01/31/2017	
Date	Rcpt #	Received from		# Mbrs	Amount
01/04/2017	699653	18-General Dynamics		1	64.80
		Purpose: (1) REGULAR DUES FOR JANUARY			
01/04/2017	699654	18-General Dynamics		1	88.48
		Purpose: #426407 (1) REG DUES FOR JANUARY			
01/12/2017	699656	18-General Dynamics		1	130.87
		Purpose: #426965 (1) REG DUES FOR JANUARY			
01/17/2017	699657	18-General Dynamics		281	25,411.13
		Purpose: #427257 (281) REG DUES FOR JANUARY			
01/25/2017	699660	18-General Dynamics		14	1,121.31
		Purpose: #427843 (13) REG DUES FOR JANUARY			

Unit Totals for 18-General Dynamics

			Regular Dues	298	26816.59

*20% = 5363.32 (1/2 hour dues total)
Net Dues = 21453.27

*26.3% = 0.00 (1/2 hour dues total)
Net Dues = 0.00

			Grand Totals for Regular Dues	298	26816.59

*20% = 5363.32 (1/2 hour dues total)
Net Dues = 21453.27

*26.3% = 0.00 (1/2 hour dues total)
Net Dues = 0.00

Export to Excel

Export all receipts to a MS Excel spreadsheet for flexible reporting/research.
This is Excel format is commonly requested by auditors.

The exported table is large, the columns can be read as follows.

Column	Field
A	Receipt Date
B	Receipt #
C	Fund
D	Account
E	Count
F	Amount
G	fund 2
H	Account 2
I	Count 2
J	Amount 2
K	Fund 3
L	Account 3
M	Count 3
N	Amount 3

Column	Field
O	Fund 4
P	Account 4
Q	Count 4
R	Amount 4
S	Fund 5
T	Account 5
U	Count 5
V	Amount 5
W	Fund 6
X	Account 6
Y	Count 6
Z	Amount 6
AA	Fund 7
AB	Account 7

Column	Field
AC	Count 7
AD	Amount 7
AE	Fund 8
AF	Account 8
AG	Count 8
AH	Amount 8
AI	Fund 9
AJ	Account 9
AK	Count 9
AL	Amount 9
AM	Fund 10
AN	Account 10
AO	Count 10
AP	Amount 10

Column	Field
AQ	Vendor number
AR	Vendor Name
AS	Vendor Name 2
AT	Vendor Address
AU	Vendor Address 2
AV	V. City, St, Zip
AV	Purpose

Expenditure Detail Report (A-40 ½)

- Lists each expense (check or journal entry) with details

- Summarizes account totals for the period. Lists wages and payables separately.

FORM A-40 1/2   UAW LOCAL 4000
10/23/2017 15:03:11   **SUMMARY of EXPENDITURES**   **Report Period** 01JAN2017-31JAN2017   Page: 1

Date	To Whom	Check #	Amount	Fund	Hrs	Account
01/05/2017	Lee's Famous Recipe C	20029	235.00			
			235.00	800-General Fund		(640)-Refreshments- Caterers
Purpose:	REFESHMENTS FOR UNION RETIREE					
01/05/2017	WILLIAM A. GREER	20030	10.00			
			10.00	850-Retired Workers Chapter Fund		(510)-Door Prizes
Purpose:	RETIREE DOOR PRIZE WINNER JANUARY					
01/05/2017	TONY MALCOLM	20031	10.00			
			10.00	850-Retired Workers Chapter Fund		(510)-Door Prizes
Purpose:	RETIREE DOOR PRIZE WINNER JANUARY					
01/05/2017	Wcoil	20032	30.00			
			30.00	810-Education Fund		(766)-Technical and Support Fees

(Sample of the start above, sample of the totals below)

FORM A-40 1/2   UAW LOCAL 4000
10/23/2017 15:03:11   **SUMMARY of EXPENDITURES**   **Report Period** 01JAN2017-31JAN2017   Page: 6

$$ Wage Totals $$

314-Lost Time (Officers)	3,959.41	317-Lost Time (Others)	1,241.87
321-Weekly/Monthly Exp Allowance - Officers	210.00	356-Severance (Officers)	277.14
359-Severance (Others)	86.92	605-Postage Reimbursement	14.30
637-Reimburse Recognition/Service Award	7.03	757-Reimburse Supplies	65.57

Gross Total of Wage checks: 5,862.24

FED- 439.79   FICA- 358.07   MECA- 83.76   DUES- 0.00

OH Tax-102.05
Net Total of Wage checks: 4,878.57

$$ Payable Totals $$

101-Refund Dues - Regular	389.03	383-Federal Income Taxes (941) Forward	478.96
384-FICA Employee OASDI and HI Forward	469.95	385-State Income Taxes Forward	1,852.38

Revised 12/2020

Summary of Expenditures

- Lists each expense account with dollar amount by each month, then totals by quarter
- Accounts listed in order:
  - First: Wage account numbers are listed (amounts are gross amounts)
  - Wage deductions are next, see the yellow highlight, negative numbers
  - Last: Payables

Some account numbers might be used in both payables and wages. Examples include:

- Voids from a previous year (wages at the top, payables in the bottom section)
- Reimbursements (Example: See the Postage reimbursement in wages, but there could also be another entry for 605 Postage in the payable section below.

Sample:

FORM A-41   UAW LOCAL 4000
10/23/2017 15:06:48   SUMMARY of EXPENDITURES by MONTH   Report Date APR 2017

Classification	Jan.	Feb.	March	Total For Quarter	April	May.	June	Total For Quarter	Total For 6 Months
314-Lost Time (Officers)	3959.41	3298.80	7926.94	15185.15	4510.89	0.00	0.00	4510.89	19696.04
317-Lost Time (Others)	1241.87	0.00	1192.33	2434.20	239.09	0.00	0.00	239.09	2673.29
321-Weekly/Monthly Exp	210.00	0.00	200.00	410.00	420.00	0.00	0.00	420.00	830.00
327-Officer- Non-Tax Trav	0.00	0.00	480.62	480.62	250.00	0.00	0.00	250.00	730.62
337-Others- Non-Tax Trav	0.00	0.00	79.72	79.72	500.00	0.00	0.00	500.00	579.72
356-Severance (Officers)	277.14	230.90	574.38	1082.42	315.77	0.00	0.00	315.77	1398.19
359-Severance (Others)	86.92	0.00	83.46	170.38	16.74	0.00	0.00	16.74	187.12
605-Postage Reimbursem	14.30	8.50	15.21	38.01	6.80	0.00	0.00	6.80	44.81
637-Reimburse Recognitio	7.03	0.00	0.00	7.03	21.30	0.00	0.00	21.30	28.33
641-Refreshments Reimbu	0.00	52.19	196.68	248.87	92.67	0.00	0.00	92.67	341.54
707-Reimburse Soc./Rec.	0.00	0.00	0.00	0.00	223.98	0.00	0.00	223.98	223.98
757-Reimburse Supplies	65.57	0.00	41.06	106.63	14.46	0.00	0.00	14.46	121.09
774-Reimburse Travel Pai	0.00	0.00	0.00	0.00	203.28	0.00	0.00	203.28	203.28
FEDERAL TAXES	-439.79	-331.24	-1017.83	-1788.86	-510.36	0.00	0.00	-510.36	-2299.22
FICA	-358.07	-218.83	-618.55	-1195.45	-341.14	0.00	0.00	-341.14	-1536.59
MECA	-83.76	-51.18	-144.68	-279.62	-79.80	0.00	0.00	-79.80	-359.42
DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State	-102.05	-70.62	-225.43	-398.10	-115.82	0.00	0.00	-115.82	-513.92
101-Refund Dues - Regula	389.03	318.05	164.52	871.60	0.00	0.00	0.00	0.00	871.60
383-Federal Income Taxes	478.96	439.79	331.24	1249.99	1017.83	0.00	0.00	1017.83	2267.82
384-FICA-Employee OAS	469.95	441.83	270.01	1181.79	763.23	0.00	0.00	763.23	1945.02
385-State Income Taxes F	1853.38	0.00	0.00	1853.38	559.24	0.00	0.00	559.24	2412.62
402-FICA Employer OASD	469.95	441.83	270.01	1181.79	763.23	0.00	0.00	763.23	1945.02

Revised 12/2020

RCS 866-727-8291

Export to Excel

Export all expense records to a Microsoft Excel spreadsheet for flexible reporting/research.

- The "Split Data" prompt allows the user to choose between showing just one summary line for checks with more than one detail row or showing a separate line for each.

  For Audit purposes, most users uncheck this detail.

Financial Reports

Income & Expenses	Financial	Tax	Employee	W-2/W-3/1099	LM	990

Income

- ○ Monthly Summary of Cash Received (RPTA42/A-132)
- ○ Summary of Income by Month (RPTA44)
- ○ Summary of Dues Received (A-3A)
- ○ Export to Excel

Export to Excel

Start date: 09/01/2017 ▦ *

End date: 09/30/2017 ▦ *

☑ Split Data?

[Generate]

Expenses

- ○ Expenditure Detail Report (A-40 1/2)
- ○ Summary of Expenditures (A-41)
- ◉ Export to Excel

Column Description

Col	Description	Col	Description	Col	Description	Col	Description
A	type	Q	taxable	AG	local tax 1	AW	purpose
B	expanse date	R	overtime	AH	local tax 2	AX	"Y" all the time
C	number	S	overtime percentage	AI	local tax 3	AY	going to be reissued
D	sequence	T	shift	AJ	deduction 1	AZ	city tax code
E	vendor number or employee clock	U	union dues	AK	deduction 2	BA	local tax 1 code
F	vendor name one or employee name	V	dues	AL	deduction 3	BB	local tax 2 code
G	vendor name two or blank	W	federal tax	AM	city tax	BC	local tax 3 code
H	street	X	state tax	AN	deduction 4	BD	rep hours
I	city	Y	fica	AO	deduction 5	BE	pol hours
J	state	Z	meca	AP	deduction 6	BF	cont hours
K	zip	AA	total amount	AQ	voided	BG	gen hours
L	fund number	AB	net	AR	voided date	BH	adm hours
M	invoice amount (wage - zero)	AC	state tax marital status	AS	blank	BI	lm report
N	account number	AD	state tax deduction	AT	printed	BJ	vendor tax id
O	rate	AE	federal tax marital status	AU	reconciled	BK	vendor note
P	hours	AF	federal tax deduction	AV	pay ending date		

Combined Income & Expense Reports

Account Detail Report

This report provides transaction details of specific accounts.

1. Select a date range
2. Choose to search one, multiple or all account numbers. In this example, **all accounts for all types of transaction** (income, payables, and wages) will be included.
3. The results can be grouped by a committee code or by fund
4. A custom title at the bottom can be added.

Account Detail Report

Start Date:	01/01/2017
End Date:	01/31/2017
Group By Account:	☐
Account Type:	All Account Types
Print All Accounts:	☑
Print By Committee Code:	☐
Print Account By Fund:	☐
Title:	

Generate

Account Detail Report

To limit your results to a specific account or accounts, un-check the "All Accounts" box. Then, add the desired accounts to the box by searching the account name, then clicking the **add** button.

This report is great for researching unexpected account totals when further details are needed about an account on the Financial Report for example.

Start Date:	01/01/2017
End Date:	01/31/2017
Group By Account:	☐
Account Type:	Payable
Print All Accounts:	☐

add

640 Refreshments- Caterers
641 Refreshments- Coffee Dc
643 Refreshments- Meals at

Print By Committee Code: ☐
Print Account By Fund: ☐

SUMMARY of ACCOUNTS for 2017				UAW LOCAL 4000	
10/23/2017			Report Period	01JAN2017-31JAN2017	Page: 1

EXPENSES

Expense: 640 Refreshments- Caterers

Date	Check #	To Whom	Amount	Fund	Memo
01/05/2017	20029	Lee's Famous Recipe Chicken	235.00	800	REFESHMENTS FOR UNION RETIREE
01/11/2017	20040	Lock Sixteen P.0. Box 348	24.50	800	REFRESHMENTS FOR CIVIL RIGHTS MEETINGS
Expense:	**640 Refreshments- Caterers**		**259.50**	**TOTAL**	

EXPENSES

Expense: 641 Refreshments- Coffee Donuts Food Soft Dk

Date	Check #	To Whom	Amount	Fund	Memo
01/12/2017	20042	Chief Supermarkets Inc.	274.72	800	REFRESHMENTS FOR MEETINGS, HAMS FOR RETIREE MTG
01/18/2017	20053	Elida Depot Pizza & Drive Thru	117.90	800	REFRESHMENTS FOR MEETINGS VETS & WORKER WORKER
01/19/2017	20054	Fat Jacks Pizza	184.79	800	REFRESHMENTS FOR MEETINGS
Expense:	**641 Refreshments- Coffee Donuts**		**577.41**	**TOTAL**	

Vendor Detail Report

This report provides transaction details of specific vendors.

1. Specify a date range
2. Choose Income or Expense transactions
3. Print All Vendors or check the box to select specific ones.
   If checked, locate the desired vendor in the search bar then add each to the larger box with the add box.
4. Indicate Totals Only, or Details for each transaction.

Vendor Detail Report

Start date: 10/01/2017 ✳

End date: 10/31/2017 ✳

⦿ Income ○ Expense

☑ Print Selected Vendors Only (1)

Internal Revenue Service 🗑

🔍 ▾ ➕ add

○ Totals Only ⦿ Details

[Generate]

Sample:

10/23/17			UAW LOCAL 4000	
16:37:51		Vendor Expense Detail for 01/01/17 - 12/31/17		Page : 1

Check Date	Check Nbr	Amount	Purpose	Reconciled
	Vendor Name: Internal Revenue Service		Vendor No: 6	
01/12/2017	990164	1418.86	DECEMBER 941 TAX DEPOSIT	Y
02/08/2017	990169	1323.45	Q1/2017 941 TAX DEPOSIT	Y
02/17/2017	990170	271.64	940 EMPLOYERS ANNUAL UNEMPLOYMENT TAX	Y
03/16/2017	990181	871.26	FEB 941 TAX DEPOSIT	Y
04/13/2017	990194	2544.29	941 TAX DEPOSIT	Y
05/11/2017	990204	1352.24	941 TAX DEPOSIT	Y
06/08/2017	990208	3993.55		Y
	Total :	11775.29		

Committee Report

The Committee Report option must be enabled in **Settings**> **All Settings** before any of these tools will be available on screen.

The Committee Report offers another level of reporting for income and expense beyond account and fund. Committee descriptions let you flag related activities and then report on them later.

1. Check the **Enabled** box to turn on the feature.
2. Click **add** then enter a description for the code. Repeat as needed for multiples.
3. Choose the code in the split area of related checks and receipts.
4. Finally, use the **Committee Report** compile results for one or more committees.

SUMMARY of Committees for: 01/01/17 - 12/31/17   UAW LOCAL 4000   Page: 1

Committee: 2017 Picnic

Date	Receipt #	To Whom	Hours	Amount	Fund	Acc	Memo
04/30/2017	699715	Margaret Boyd null		325.00	800	259	Ticket Sales
06/21/2017	699716	FRANK EICKHOLT		857.00	800	251	Raffle

| 2017 Picnic | | | Income Total | 1182.00 | | | |

Date	Check #	To Whom	Hours	Amount	Fund	Acc	Memo
08/15/2017	20318	Betty Clown service		800.00	800	697	
08/18/2017	20313	Terry Ellis	40.00	1401.68	800	300	this shows up on te check picn 2017

| 2017 Picnic | | | Expense Total | 2201.68 | | | |

Financial Report Tab

The Financial tab holds the financial statement type reports; they recap or detail the full financial overview for the date range selected.

Cash & Fund Summary Report (A-43)

Review monthly totals for income and expense, then compare the resulting balance to the bank statement balances to confirm the data is balanced each month. This report is the key to quickly confirming the books are balanced for the month, and each month along the way.

Financial Reports

| Income & Expenses | Financial | Tax | Employee | W-2/W-3/1099 | LM | 990 |

⦿ Cash & Fund Summary Report (A-43)
○ Financial Report
○ Ledger Report
○ Trustees Semi-Annual Audit Report

Cash & Fund Summary Report (A-43)

Month: September
Year: 2017
⦿ All Funds ○ Individual Funds

Generate

The top section compares the calculated balance against the final balances of the total cash assets. The **Balance to Account** should match the **Total Cash Assets**. In this example, they do up until April.

If these numbers do not match, the month is not yet in balance.
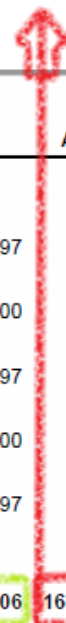
Form A-43		UAW LOCAL 4000		
10/24/2017 09:54:51	Cash and Fund Summary	Report Date: SEP 2017		
RECAPITULATION	**JAN**	**FEB**	**MAR**	**APR**
Total Cash Assets-Previous Month	177,046.81	170,205.59	187,983.73	173,181.06
Add-Net Income	28,734.56	26,771.69	33,245.08	29,789.98
Total	205,781.37	196,977.28	221,228.81	202,971.04
Less-Net Expenditures	35,575.78	8,993.55	48,047.75	34,398.38
Balance to Account	170,205.59	187,983.73	173,181.06	168,572.66
Allocation of Assets				
Balance per Bank Statement	21,078.36	38,409.80	25,400.05	20,157.48
Less-Outstanding Checks	1,420.50	975.71	2,770.74	2,463.48
Actual Bank Balance	19,657.86	37,434.09	22,629.31	17,694.00
Cash On Hand	0.00	0.00	0.00	0.00
Other Assets:				
CHASE CD #100077296566	100,453.94	100,453.94	100,453.94	100,453.94
CHASE SAVINGS #3325058658	50,093.79	50,095.70	50,097.81	50,099.72
Total Cash Assets	170,205.59	187,983.73	173,181.06	168,247.66

Report Cont'd

Revised 12/2020

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The lower section of the A-43 report shows the activity of each fund for the same period. At the very bottom the totals are repeated once more. The bottom totals should also match the pair above. The bottom totals represent the Balance to Account split out between the funds.

Here is a small sample section of the bottom fund and totals area of an A-43 report.

	JAN	FEB	MAR	APR
Women's Fund				
Bal - Prev. Month	25.97	25.97	25.97	25.97
Add - Income	0.00	0.00	0.00	0.00
Total	25.97	25.97	25.97	25.97
Less - Expenses	0.00	0.00	0.00	0.00
Bal - End of Month	25.97	25.97	25.97	25.97
Total Funds	170,205.59	187,983.73	173,181.06	168,572.66

Financial Report

The Financial Report is the standard summary provided to the membership monthly.

- Details income and expense totals for the period selected.
- Provides beginning balance, closing balances, and total cash assets for comparison.

The report is most commonly run for one month, for all funds, but there are some additional options:

1. Print Prev year Comparison – Lists only income expense but includes the value for the previous year along with the dollar and percent change since that period.

2. Print Income Percentage Statement – Along with the account total dollar amounts, a percentage of the total for each is also listed. Includes previous year comparison too.

3. Fund – Choose to show all activity, or that of just a single fund.

4. Committee – Choose to show all activity, or just that from a specified committee.

Sample Financial Report

Beginning Balance	177,046.81
Income:	
Dues - Regular (Private Sector)	26,816.59
Dues - Retired Workers @ $1.00 or $2.00	386.40
Interest on Chase Savings	2.18
Raffle Proceeds	1,205.00
Sales - Shirts Sweatclothes etc.	324.39
Transfer Between Funds	0.00
Income Total	28,734.56
Expense:	
Lost Time (Officers)	3,959.41
Lost Time (Others)	1,241.87
Weekly/Monthly Exp Allowance - Officers	210.00
Severance (Officers)	277.14
Severance (Others)	86.92
Postage Reimbursement	14.30
Reimburse Recognition/Service Award	7.03
Reimburse Supplies	65.57
Federal Taxes	-439.79
FICA	-358.07
MECA	-83.76
OH. Tax	-102.05
Refund Dues - Regular	389.03
Federal Income Taxes (941) Forward	478.96
FICA-Employee OASDI and HI Forward	469.95
State Income Taxes Forward	1,853.38
FICA Employer OASDI and HI (941)	469.95
Unemployment Taxes State	24.14
Door Prizes	20.00
Internet Service (Access Fees)	28.43
Per Capita Taxes - International	15,049.32
Per Capita Taxes - CAP Councils	806.39
Per Capita Taxes - Affiliates	227.25
Per Capita Taxes- Retired Workers 65%	1.97
Raffle and Fundraiser Costs	283.00
Recognition/Service Awards	130.00
Refreshments- Caterers	259.50
Refreshments- Coffee Donuts Food Soft Dk	577.41
Rental of Building/Office	800.00
Resale Items - Shirts Sweat Clothes etc	1,331.00
Supplies - Office	322.35
Technical and Support Fees	5,396.67
Telephone	104.21
Travel-Direct Pd Airline Hotel Tr Agency	1,674.30

Expense Total		35,575.78
Total		170,205.59
Beginning Balance		177,046.81
Income		28,734.56
Expenses		-35,575.78
Difference		-6,841.22
Balance		170,205.59

FUND BALANCES

General Fund	$	101,963.52
Education Fund	$	6,212.09
Recreation Fund	$	31,358.74
Ted Epple Hunt Fund	$	274.00
Retired Members Fund 2075	$	3,287.49
Retired Workers Chapter Fund	$	18,264.05
New Member Orientation Fund	$	4,185.02
Retiree Local 1331 Fund	$	1,379.81
Fishing With Heros	$	330.23
Building Fund	$	109.64
Civil Rights Fund	$	0.00
Veteran's Fund	$	2,815.03
Women's Fund	$	25.97
Total of All Funds	$	170,205.59

ALLOCATION OF ASSETS

Actual Bank Balance	$	19,657.86
Cash On Hand	$	0.00
CHASE CD #100077296566	$	100,453.94
CHASE SAVINGS #3325058658	$	50,093.79
Total Cash Assets	$	170,205.59

End of Report

When in balance: the Balance = Total of All Funds = Total Cash Assets!

Revised 12/2020

Checkbook Ledger Report

The checkbook ledger lists each individual expense and income is noted in sequence along with a running balance after each entry.

The user has a choice to see income entries as individual receipts, or like the bank statement, instead show bank deposits.

This example uses receipts.

| Income & Expenses | Financial | Tax | Employee | W-2/W-3/1099 | LM | 990 | AUX |

○ **Cash & Fund Summary Report (A-43)**
○ **Financial Report**
○ **General Ledger**
◉ **Checkbook Ledger**
○ **Trustees Semi-Annual Audit Report**

Ledger Report

Start Date: 10/01/2019

End Date: 10/31/2019

◉ Receipts   ○ Deposits

Generate

Ledger Report   Report Period 01JAN2017 - 31JAN2017

Begining balance: 177046.81

Type	Date	Number	Name	Memo	Debit	Credit	Ending balance
Income	01/04/2017	699651	International Union Uaw	#1681447 L.U.2075 RET		343.70	177390.5
Income	01/04/2017	699652	International Union Uaw	#1681419 L.U. 1331		42.70	177433.2
Income	01/04/2017	699653	General Dynamics	(1) REGULAR DUES		64.80	177498.0
Income	01/04/2017	699654	General Dynamics	#426407 (1) REG DUES		88.48	177586.4
Payable	01/05/2017	20034	Cappie Sportswear & Sc	SHIRTS FOR	1331.00		176255.4
Payable	01/05/2017	20033	Roberts Custom Softwar	WEB BASE	575.00		175680.4
Payable	01/05/2017	20032	Wcoil	INTERNET HOUSING	30.00		175650.4
Payable	01/05/2017	20031	TONY MALCOLM	RETIREE DOOR PRIZE	10.00		175640.4
Payable	01/05/2017	20030	WILLIAM A. GREER	RETIREE DOOR PRIZE	10.00		175630.4
Payable	01/05/2017	20029	Lee's Famous Recipe C	REFESHMENTS FOR	235.00		175395.4
Payable	01/11/2017	20038	Region 2-B Uaw	WALTER P. REUTHER	70.00		175325.4
Payable	01/11/2017	20039	Region 2-B Uaw	DOUGLAS A. FRASER	60.00		175265.4
Payable	01/11/2017	20040	Lock Sixteen P.0. Box 3	REFRESHMENTS FOR	24.50		175240.9
Payable	01/11/2017	20041	Time Warner Cable	01/01/2017 ~ 01/31/17	104.21		175136.7
Payroll	01/11/2017	20037	Terry Ellis	A/P, P/R, BANKING,	646.65		174490.1
Payroll	01/11/2017	20036	Lori J Mizlo	RETIREES MEETING	301.33		174188.8
Payroll	01/11/2017	20035	Keri Heald	RETIREES MTG	155.19		174033.6
Journal Entry	01/12/2017	990164	Internal Revenue Servic	DECEMBER 941 TAX	1418.86		172614.7
Journal Entry	01/12/2017	990157	EXPEDIA	BOOKING FEE FOR	12.00		172602.7
Journal Entry	01/12/2017	990156	EXPEDIA	FLIGHT INSURANCE	111.00		172491.7
Payable	01/12/2017	20045	Region 2b Ohio-Article 2	DECEMBER PER	806.39		171685.3
Payable	01/12/2017	20044	Building Corporation	DECEMBER PER	979.93		170705.4
Payable	01/12/2017	20043	Office Depot	SUPPLIES FOR 2017	322.35		170383.0
Payable	01/12/2017	20042	Chief Supermarkets Inc.	REFRESHMENTS FOR	274.72		170108.3
Income	01/12/2017	699656	General Dynamics	#426965 (1) REG DUES		130.87	170239.2
Income	01/12/2017	699655	Gregory Gebolys	#3350		324.39	170563.6

Revised 12/2020

Trustees Semi-Annual Audit

Many of our clients have periodic trustee audits to review the bookkeeper's work.
UAW clients do this twice a year, following a specific process outlined in the guide for the duties of the Financial Secretary.

This report in no way replaces the review process! However, it is an official format that can be printed, signed, and submitted for official use once the review is complete.

For other clients, the date range can be adjusted as needed and may still be a useful recap of the financial activity for the period.

Financial Reports

| Income & Expenses | Financial | Tax | Employee | W-2/W-3/1099 | LM | 990 |

○ Cash & Fund Summary Report (A-43)   **Trustees Semi-Annual Audit Report**
○ Financial Report
○ Ledger Report   **Year 2017**   ☐ Selected Date Range
◉ Trustees Semi-Annual Audit Report

◉ 1st half-year   Start date: 10/01/2017
○ 2nd half-year   End date: 10/31/2017

FORM A-20   UAW TRUSTEES' SEMI-ANNUAL AUDIT REPORT   Page: 1
UAW LOCAL 4000

1. Local Union __4000__ Region __2B__   Period Ending __JUN 2017__
2. Address __3667 1st Street__   City, State, Zip __East Moline OH 45804__

Article 40, Section 12, of the Constitution provides that the Trustees shall audit, or cause to be audited by a Certified Public Accountant selected by the Local's Executive Board, the books and financial affairs of their Local Union semi-annually on the forms approved by the International Union. This semi-annual report shall be reported to the Local Union. A copy of the form must be forwarded to the International Union Secretary-Treasurer (Auditing Department) and to the Local Union's Regional Director.

PERIOD: JANUARY 01 - JUNE 30

(A) RECAPITULATION

3. Balance Previous Period (Total Cash Assets)	$	177,046.81
4. Total Income	$	191,039.99
5. Total	$	368,086.80
6. Less - Total Expenditures	$	204,707.94
7. BALANCE TO ACCOUNT	$	163,378.86

(B) FUND BALANCES

General Fund	$	93,220.97
Education Fund	$	4,974.24
Recreation Fund	$	33,759.25
Ted Epple Hunt Fund	$	274.00
Retired Members Fund 2075	$	5,489.69
Retired Workers Chapter Fund	$	14,205.39
New Member Orientation Fund	$	4,210.02
Retiree Local 1331 Fund	$	1,599.26
Fishing With Heros	$	388.30
Building Fund	$	109.64
Civil Rights Fund	$	1,365.00
Veteran's Fund	$	3,757.13
Women's Fund	$	25.97
TOTAL OF ALL FUNDS	$	163,378.86

Government Forms Checklist

Quarterly Tax Forms ____
Annual:
- Unemployment Tax Forms ____
- LM ____
- 990 / 990EZ ____

(C) ALLOCATION OF ASSETS

Actual Bank Balance (Comm Acct)	$	61,742.92
Cash On Hand (Deposited _____)	$	0.00
CHASE CD #100077296566	$	100,453.94
CHASE SAVINGS #3325058658	$	0.00
TOTAL CASH ASSETS	$	162,196.86

UAW LOCAL 4000   Page: 2
Report Date JUN 2017

	April	May.	June	Total For Quarter	Total For 6 Months
1002	364	404	425	1193	2195
783.02	28,866.32	31,844.24	32,725.54	93,436.10	177,219.12
95.82	0.00	0.00	0.00	0.00	95.82
159.90	386.75	402.15	383.95	1,172.85	2,332.75
1.00	0.00	0.00	4.00	4.00	5.00
19.00	0.00	0.00	76.00	76.00	95.00
0.00	0.00	0.00	0.66	0.66	0.66
0.00	210.00	0.00	0.00	210.00	210.00
6.20	1.91	1.77	0.00	3.68	9.88
660.00	0.00	1,260.00	0.00	1,260.00	3,920.00
0.00	0.00	3,195.97	0.00	3,195.97	3,195.97
0.00	0.00	0.00	857.00	857.00	857.00
324.39	0.00	0.00	0.00	0.00	324.39
0.00	325.00	0.00	0.00	325.00	325.00
0.00	0.00	320.00	0.00	320.00	320.00
0.00	0.00	0.00	820.00	820.00	820.00
0.00	0.00	50,101.49	0.00	50,101.49	50,101.49
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	-50,101.49	0.00	-50,101.49	-50,101.49
0.00	0.00	292.40	0.00	292.40	292.40
2.00	0.00	0.00	0.00	0.00	2.00
0.00	0.00	0.00	315.00	315.00	315.00
700.00	0.00	0.00	0.00	0.00	700.00
751.33	29,789.98	37,316.53	35,182.15	102,288.66	191,039.99
747.24	29,463.07	37,314.10	34,325.15	101,102.32	189,849.56

Tax Report Tab

The software provides several worksheets, forms, and exports to meet employer obligations. RCS regularly adds to the tools available here based on user requirements.

Please remember that state and federal withholding tables and the fica/meca rates are maintained by RCSNG administrators. FUTA and SUTA rates are managed by the users in Settings.

940-941 Worksheet (Wage and Tax Report)

The Wage and Tax Report is the best friend of the employer!

This report is key for making regular tax payments and completing tax forms.

This report includes several important areas for the date range selected:

1. Recap of Gross Wages paid, the amount withheld, and taxes due
2. Break out of the federal payment for the period, by account and fund. **(Paying your federal withholding with the correct account number important for accurate LM reporting.)**
3. QTD Summary – reference this area for filling in the quarterly Federal 941 Form. Line numbers are provided to match the form.
   *Notice for those needing a 941 Schedule B, this is also available. Remember, Schedule B reports liability based on wage payments, NOT what was actually forwarded to the IRS. (Hopefully they will be the same amount!)
4. FUTA – line number are provided for the annual Federal 940 Form. For large employers who may need to pay during the year, this will calculate periodic payments too.
5. State Unemployment – Calculate state unemployment payments
6. Any City and Local taxes

Form 941: Employer's Quarterly Federal Tax Return

All employers complete IRS Form 941, regardless of how often they are required to forward their payments. In addition to the Wage and Tax Report details above, we have taken this job a step farther by recreating the actual PDF form and pre-filling as much of the data as possible.
Please refer to irs.gov for complete 941 instructions.
To use the pre-filled Form 941:

1. Generate the form
2. **Save the form to your pc.** We recommend creating a folder in your documents or desktop for 941 worksheets and forms. Store these types of files there with unique names, by date.
3. After saving, **review and complete the form.**
   a. Most notably, from line 13, the remainder of the first page will be blank and must be completed by the user.
   b. Part 2 #16 must be completed
4. If necessary, Schedule B can also be printed.
5. Print, Sign, Mail!

Where you file depends on whether you include a payment with Form 941.

If you're in . . .		Without a payment . . .	With a payment . . .
Connecticut	New Jersey	Department	Internal
Delaware	New York	of the	Revenue
District of Columbia	North Carolina	Treasury	Service
Florida	Ohio	Internal	P.O. Box
Georgia	Pennsylvania	Revenue	804522
Illinois	Rhode Island	Service	Cincinnati,
Indiana	South Carolina	Cincinnati,	OH
Kentucky	Tennessee	OH	45280-4522
Maine	Vermont	45999-0005	
Maryland	Virginia		
Massachusetts	West Virginia		
Michigan	Wisconsin		
New Hampshire			
Alabama	Missouri	Department	Internal
Alaska	Montana	of the	Revenue
Arizona	Nebraska	Treasury	Service
Arkansas	Nevada	Internal	P.O. Box
California	New Mexico	Revenue	37941
Colorado	North Dakota	Service	Hartford, CT
Hawaii	Oklahoma	Ogden, UT	06176-7941
Idaho	Oregon	84201-0005	
Iowa	South Dakota		
Kansas	Texas		
Louisiana	Utah		
Minnesota	Washington		
Mississippi	Wyoming		

Review Previous Federal 941 Payments

In the process of Form 941, line 13 asks how much has been paid for the period in question. This tool can help research what payments were made with the three accounts use for this purpose.

- Remember that the payments are commonly made a bit late when entering the date range.
- Also watch out for payments that may have been during that time frame but meant to apply to another period.

This example, if searching for payments made for the first quarter: it would be important to omit the 1/12 payment or rerun starting after 1/12.

Review Previous Federal 941 Payments

use this option to review checks issued using accounts 383, 384, 402

Start date: 01/01/2017

End date: 04/15/2017

Generate

Federal 941 Payments Review   UAW LOCAL 4000
10/24/2017   Report Period   01JAN2017-15APR2017   Page: 1

EXPENSES

Expense: 383 Federal Income Taxes (941) Forward

Date	Check #	To Whom	Amount	Fund	Memo
01/12/2017	990164	Internal Revenue Servic	478.96	800	DECEMBER 941 TAX DEPOSIT
02/08/2017	990169	Internal Revenue Servic	439.79	800	Q1/2017 941 TAX DEPOSIT
03/16/2017	990181	Internal Revenue Servic	331.24	800	FEB 941 TAX DEPOSIT
04/13/2017	990194	Internal Revenue Servic	1017.83	800	941 March Tax Deposit
Expense:	383 Federal Income Taxes (941) Forwa		2267.82	Account TOTAL	

EXPENSES

Expense: 384 FICA-Employee OASDI and HI Forward

Date	Check #	To Whom	Amount	Fund	Memo
01/12/2017	990164	Internal Revenue Servic	469.95	800	DECEMBER 941 TAX DEPOSIT
02/08/2017	990169	Internal Revenue Servic	441.83	800	Q1/2017 941 TAX DEPOSIT
03/16/2017	990181	Internal Revenue Servic	270.01	800	FEB 941 TAX DEPOSIT
04/13/2017	990194	Internal Revenue Servic	763.23	800	941 March Tax Deposit
Expense:	384 FICA-Employee OASDI and HI For		1945.02	Account TOTAL	

EXPENSES

Expense: 402 FICA Employer OASDI and HI (941)

Date	Check #	To Whom	Amount	Fund	Memo
01/12/2017	990164	Internal Revenue Servic	469.95	800	DECEMBER 941 TAX DEPOSIT
02/08/2017	990169	Internal Revenue Servic	441.83	800	Q1/2017 941 TAX DEPOSIT
03/16/2017	990181	Internal Revenue Servic	270.01	800	FEB 941 TAX DEPOSIT
04/13/2017	990194	Internal Revenue Servic	763.23	800	941 March Tax Deposit
Expense:	402 FICA Employer OASDI and HI (941)		1945.02	Account TOTAL	

6157.86 TOTAL

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Form 940: Employer's Annual Federal Unemployment (FUTA).

Form 940 is also referenced on the Wage and Tax Report. This option allows you to create and complete the form with some pre-filled data. Please refer to irs.gov for complete 940 instructions.

To use the pre-filled Form 940:

1. Generate the form
2. **Save the form to your pc.** We recommend creating a folder in your documents or desktop for these reports and storing them all there with unique names by date.
3. After saving, **review and complete the form.**
    a. Beware of line 11- is your state a credit reduction state? Schedule A might apply
    b. Complete Part 4, Part 5 if applicable, payment voucher if applicable
4. Print, Sign, Mail!

Form **940 for 2016:** Employer's Annual Federal Unemployment (FUTA) Tax Return
Department of the Treasury — Internal Revenue Service

850113
OMB No. 1545-0028

| Employer identification number (EIN) | 3 | 4 | — | 1 | 2 | 6 | 0 | 1 | 4 | 0 |

Name (not your trade name): International Union, UAW LOCAL 4000

Trade name (if any):

Address: 3667 1st Street
Number — Street — Suite or room number

City: East Moline   State: OH   ZIP code: 45804

Foreign country name   Foreign province/county   Foreign postal code

Type of Return
(Check all that apply.)

☐ a. Amended
☐ b. Successor employer
☐ c. No payments to employees in 2016
☐ d. Final: Business closed or stopped paying wages

Instructions and prior-year forms are available at www.irs.gov/form940.

Read the separate instructions before you complete this form. Please type or print within the boxes.

Part 1: Tell us about your return. If any line does NOT apply, leave it blank. See instructions before completing Part 1.

1a If you had to pay state unemployment tax in one state only, enter the state abbreviation . **1a** ☐ ☐
1b If you had to pay state unemployment tax in more than one state, you are a multi-state employer . . . . **1b** ☐ Check here. Complete Schedule A (Form 940).

2 If you paid wages in a state that is subject to CREDIT REDUCTION . . . . **2** ☐ Check here. Complete Schedule A (Form 940).

Part 2: Determine your FUTA tax before adjustments. If any line does NOT apply, leave it blank.

3 Total payments to all employees . . . . **3** 78472 . 14

4 Payments exempt from FUTA tax . . . . **4** ___ .

Check all that apply: 4a ☐ Fringe benefits   4c ☐ Retirement/Pension   4e ☐ Other
4b ☐ Group-term life insurance   4d ☐ Dependent care

5 Total of payments made to each employee in excess of $7,000 . . . . **5** 33199 . 20

6 Subtotal (line 4 + line 5 = line 6) . . . . **6** ___ .

7 Total taxable FUTA wages (line 3 – line 6 = line 7). See instructions. . . . . . . **7** 45272 . 94

8 FUTA tax before adjustments (line 7 x 0.006 = line 8) . . . . **8** 271 . 64

Part 3: Determine your adjustments. If any line does NOT apply, leave it blank.

9 If ALL of the taxable FUTA wages you paid were excluded from state unemployment tax, multiply line 7 by 0.054 (line 7 x 0.054 = line 9). Go to line 12 . . . . **9** ___ .
10 If SOME of the taxable FUTA wages you paid were excluded from state unemployment tax, OR you paid ANY state unemployment tax late (after the due date for filing Form 940), complete the worksheet in the instructions. Enter the amount from line 7 of the worksheet . . **10** ___ .

11 If credit reduction applies, enter the total from Schedule A (Form 940) . . . . . . **11** ___ .

Part 4: Determine your FUTA tax and balance due or overpayment. If any line does NOT apply, leave it blank.

12 Total FUTA tax after adjustments (lines 8 + 9 + 10 + 11 = line 12) . . . . **12** ___ .

13 FUTA tax deposited for the year, including any overpayment applied from a prior year . **13** ___ .
14 Balance due. If line 12 is more than line 13, enter the excess on line 14.
 • If line 14 is more than $500, you must deposit your tax.
 • If line 14 is $500 or less, you may pay with this return. See instructions . . . . . . **14** ___ .

15 Overpayment. If line 13 is more than line 12, enter the excess on line 15 and check a box below **15** ___ .
► You MUST complete both pages of this form and SIGN it.   Check one: ☐ Apply to next return.   ☐ Send a refund.

Next ►

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RCS 866-727-8291

Quarterly State Wage Report

The Quarterly State Wage Report is commonly used to provide withholding information to the state revenue department.

Several states now will accept this in the form of an uploaded file from the software – as shown here with the "Create a File" option. RCS is adding this functionality as more states come on line. When submitting this information to the state, the SS will be required on the report/in the file.

Employee Payroll Tax Report

The Employee Payroll Tax report can be run for one or all employees.
It offers a brief recap for the individual employee's wages and taxes deducted for the period.

Employee Tab Reports

Detail Summary of Employee Wages by Week

Select a date range, one or all employees, and SSN or no. Results include:

- Each employee shown with all wage check details
- Totals

		---------- EARNINGS ----------		---------- TAXES ----------			---------- DEDUCTIONS
Year							
2017	Check No	Wages	Tx Diem	By Laws	Federal	F.I.C.A.	Dues
	Hours	Oth Rmb	Ntx Diem	Expenses	State	M.E.C.A.	
		City	Local 1	Local 2	Local 3		
Function Cat Hrs:		Rep	Pol	Cont	Gen	Adm	

SS Number: [redacted]   **Name:** Keri Heald

Date	Check No / Hours	Wages / Oth Rmb / City / Rep	Tx Diem / Ntx Diem / Local 1 / Pol	By Laws / Expenses / Local 2 / Cont	Federal / State / Local 3 / Gen	F.I.C.A. / M.E.C.A. / Adm	Dues
11Jan	20035	145.04	0.00	10.15	0.00	9.62	0.00
	4.57	0.00	0.00	0.00	1.23	2.25	
		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	4.50	
18Jan	20046	80.57	0.00	5.64	0.00	5.35	0.00
	2.57	0.00	0.00	0.00	0.48	1.25	
		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	2.50	
25Jan	20060	106.36	0.00	7.45	0.00	7.06	0.00
	3.37	0.00	0.00	0.00	0.73	1.65	
		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	3.30	
31Jan	20074	0.00	0.00	210.00	4.40	13.02	0.00
	21.00	0.00	0.00	0.00	2.00	3.05	
		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	
31Jan	20073	273.96	0.00	19.18	12.71	18.17	0.00
	8.57	0.00	0.00	0.00	3.87	4.25	
		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	
January		605.93	0.00	252.42	17.11	53.22	0.00
TOTAL 40.08		0.00	0.00	0.00	8.31	12.45	
		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	10.30	
GRAND		605.93	0.00	252.42	17.11	53.22	0.00
TOTALS 40.08		0.00	0.00	0.00	8.31	12.45	
		0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	10.30	

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Summary of Employee Wages by Month/Year

Select a date range, one or all employees, and SSN or no. Each employee's monthly totals of:

- Wage payments (taxable and otherwise)
- Hours
- Taxes and other deductions
- Allowance Time used

***-**-1222   Keri . Heald

Month	----- EARNINGS -----		--------------- TAXES ---------------			------------------ DEDUCTIONS ------------------
	Wages	Tx Diem	Federal	F.I.C.A.	Local 1	Dues
	Hours	Ntx Diem	State	M.E.C.A.	Local 2	
	By Laws	Oth Rmb	City		Local 3	
	Vac Time	Sick Time	Prsnl Time	Misc Time		
January	605.93	0.00	17.11	53.22	0.00	0.00
	40.08	0.00	8.31	12.45	0.00	
	252.42	0.00	0.00		0.00	
	0.00	0.00	0.00	0.00		
February	854.10	0.00	44.39	56.66	0.00	0.00
	26.71	0.00	14.18	13.25	0.00	
	59.78	0.00	0.00		0.00	
	0.00	0.00	0.00	0.00		
March	934.68	0.00	28.82	74.39	0.00	0.00
	49.35	0.00	12.51	17.40	0.00	
	265.42	15.21	0.00		0.00	
	0.00	0.00	0.00	0.00		
1ST Quarter	2394.71	0.00	90.32	184.27	0.00	0.00
	116.14	0.00	35.00	43.10	0.00	
	577.62	15.21	0.00		0.00	
	0.00	0.00	0.00	0.00		
April	1,982.15	0.00	197.62	154.43	0.00	0.00
	98.78	250.00	55.67	36.12	0.00	
	508.74	101.64	0.00		0.00	
	0.00	0.00	0.00	0.00		
May	1,017.78	0.00	48.95	81.16	0.00	0.00
	53.78	0.00	16.53	18.98	0.00	
	291.25	108.00	0.00		0.00	
	0.00	0.00	0.00	0.00		
June	355.42	0.00	4.40	36.60	0.00	0.00
	32.28	0.00	4.49	8.56	0.00	
	234.88	0.00	0.00		0.00	
	0.00	0.00	0.00	0.00		
2ND Quarter	3355.35	0.00	250.97	272.19	0.00	0.00
	184.84	250.00	76.69	63.66	0.00	
	1034.87	209.64	0.00		0.00	
	0.00	0.00	0.00	0.00		

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Employee Deduction Detail Report

The Employee Deduction Detail Report is primarily use do pay and report non-tax related deduction, such as child support, dues, 401K. It can be run for any date range to determine what has been withheld so that the appropriate amount can be forwarded.

If multiple deduction types are selected, a separate sheet for each will be generated.

Lost Time Report

The lost time is that and more! Because it can be customized several ways, it is one of the most flexible reporting tools.

Choose:

1. Report format
2. To include individual check details or not
3. All or one employee
4. All or one unit
5. A date range
6. Which type of wages should be included

Review the following sample to see the different formats and options available.

Lost Time Report

⊙ Print by Account within a Date Range
○ Print by Pay Ending Date
○ Print All Employee
○ Print One Employee
○ Calculate Bonus Amount

Print Check Details ☐
Unit   ☑ All
Start date: 10/01/2017 ▦
End date: 10/31/2017 ▦
Select YTD   ☐ Wages, Overtime
                  ☐ Wages, Regular
                  ☐ Lost Time, Overtime
                  ☐ Lost Time, Regular
                  ☐ Bv Laws

[Generate]

Lost Time Report - By Account within a Date Range (no check details):

Lost-Time Report for All units: 01SEP2017-30SEP2017

Pay Ending Date	Name	Account	Hours	Lost-Time Amt
10/24/2017	Chad J Aregood	300-Wages (Officers)	80.00	2832.16
		314-Lost Time (Officers)	21.00	743.45
		356-Severance (Officers)	0.14	52.04
09/24/2017	Henry Bertog	314-Lost Time (Officers)	19.40	629.14
		321-Weekly/Monthly Exp	15.00	150.00
		356-Severance (Officers)	0.28	44.04
09/24/2017	Mark Jutte	317-Lost Time (Others)	4.00	134.41
		359-Severance (Others)	0.07	9.41

Lost Time Report - By Account within a Date Range (with check details):

Lost-Time Report for All units: 01SEP2017-30SEP2017

Chad J Aregood

300 - Wages (Officers)   **Hours:** **80.00**   **Gross:** **2,832.16**

20477	Date: 09/08/2017	PE:	10/24/2017	40.00	1,416.08
20478	Date: 09/22/2017	PE:	10/24/2017	40.00	1,416.08

314 - Lost Time (Officers)   **Hours:** **21.00**   **Gross:** **743.45**

20372	Date: 09/13/2017	PE:	09/10/2017	18.00	637.24
	RETIREE MTG, PICNIC PREP				
20398	Date: 09/28/2017	PE:	09/24/2017	3.00	106.21
	OFF SHIFT UNION MTGS AT UNION HALL				

356 - Severance (Officers)   **Hours:** **0.14**   **Gross:** **52.04**

20372	Date: 09/13/2017	PE:	09/10/2017	0.07	44.61
	RETIREE MTG, PICNIC PREP				
20398	Date: 09/28/2017	PE:	09/24/2017	0.07	7.43
	OFF SHIFT UNION MTGS AT UNION HALL				

Byron G Artrip

317 - Lost Time (Others)   **Hours:** **40.00**   **Gross:** **1,401.60**

20362	Date: 09/07/2017	PE:	09/03/2017	40.00	1,401.60
	Standing comm. training Black Lake				

356 - Severance (Officers)   **Hours:** **0.07**   **Gross:** **98.11**

20362	Date: 09/07/2017	PE:	09/03/2017	0.07	98.11
	Standing comm. training Black Lake				

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Lost Time Report - By Pay Ending Date

Lost-Time Report for All units: 01SEP2017-30SEP2017

Pay Ending Date	Name	Account	Hours	Lost-Time Amt
09/03/2017	Charles L Couch	314-Lost Time (Officers)	16.00	560.67
		356-Severance (Officers)	0.07	39.25
09/03/2017	Lisa A Cage	317-Lost Time (Others)	60.00	1392.60
		359-Severance (Others)	0.07	97.48
09/03/2017	Maurice L Shelby	317-Lost Time (Others)	60.00	2016.12
		359-Severance (Others)	0.07	141.13
09/03/2017	Byron G Artrip	317-Lost Time (Others)	40.00	1401.60
		356-Severance (Officers)	0.07	98.11
09/03/2017	Henry Bertog	314-Lost Time (Officers)	4.00	129.72
		356-Severance (Officers)	0.07	9.08
Total			180.35	5885.76
09/10/2017	Carol R Elliott	317-Lost Time (Others)	8.00	280.34
		359-Severance (Others)	0.07	19.62
09/10/2017	Chad J Aregood	314-Lost Time (Officers)	18.00	637.24
		356-Severance (Officers)	0.07	44.61
09/10/2017	Charles L Couch	314-Lost Time (Officers)	16.00	560.67
		356-Severance (Officers)	0.07	39.25
09/10/2017	Britton D Munson	314-Lost Time (Officers)	18.00	587.88
		356-Severance (Officers)	0.07	41.15

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Lost Time Report - Print All Employee (no check details)

Name	Purpose	Hours	Lost-Time Amt
Chad J Aregood		101.14	3627.65
Henry Bertog	OFF SHIFT UNION MTGS AT	34.68	823.18
Mark Jutte	OFF SHIFT UNION MTGS AT	4.07	143.82
Charles L Couch	A/P, P/R, BANKING,	64.28	2399.68
Britton D Munson	OFF SHIFT UNION MTGS AT	26.14	908.60
ROBERT D LEIBER	2017 PICNIC PREP	8.07	299.96
Jennifer R Thomas	2017 PICNIC PREP	8.07	284.06
Maurice L Shelby	2017 PICNIC PREP	68.14	2444.89
Harry G Williams	2017 PICNIC PREP	8.07	277.60
Carol R Elliott	2017 PICNIC PREP	8.07	299.96
Lisa A Cage	Standing comm. training Black	60.07	1490.08
Byron G Artrip	Standing comm. training Black	40.07	1499.71
Grand Total		430.87	14499.19

Lost Time Report - Print All Employees (with check details)

Name		Purpose	Hours	Lost-Time Amt
Chad J Aregood			101.14	3627.65
	20372	RETIREE MTG, PICNIC PREP	18.07	681.85
	20398	OFF SHIFT UNION MTGS AT UNION HALL	3.07	113.64
	20477		40.00	1416.08
	20478		40.00	1416.08
Henry Bertog			34.68	823.18
	20360	meetings at the hall	4.07	138.80
	20371	RETIREE MTG/ PICNIC PREP	7.07	242.90
	20389	PAYROLL / BUILDING CORP. AT UNION HALL	5.47	187.38
	20390	PRESIDENT EXPENCE 15 DAYS IN SEPT	15.00	150.00
	20397	OFF SHIFT UNION MTGS AT UNION HALL	3.07	104.10

Lost Time Report - Print One Employee (no check details)

Lost-Time Report for All units: 01SEP2017-30SEP2017

Name	Purpose	Hours	Lost-Time Amt
Chad J Aregood		101.14	3627.65
Grand Total		101.14	3627.65

Lost Time Report - Print One Employee (with check details)

Lost-Time Report for All units: 01SEP2017-30SEP2017

Name		Purpose	Hours	Lost-Time Amt
Chad J Aregood			101.14	3627.65
	20372	RETIREE MTG, PICNIC PREP	18.07	681.85
	20398	OFF SHIFT UNION MTGS AT UNION HALL	3.07	113.64
	20477		40.00	1416.08
	20478		40.00	1416.08
Grand Total			101.14	3627.65

Lost Time Report – Calculate Bonus Amount

Calculating bonus time/pay that employees might have missed out on while on union business used to be a time-consuming project.

This report allows a date range that spans two calendar years, select exactly the types of accounts to include, then indicate the bonus to calculate. The report can find the past pay and calculate how much the employee is due in one step.

In this example, the period to review was Sept 2016-Sept 2017. All wages and Lost Time hours were eligible, and the hours were multiplied by $5 to find the bonus amount owed.

Lost Time Report

○ Print by Account within a Date Range
○ Print by Pay Ending Date
○ Print All Employee
○ Print One Employee
◉ Calculate Bonus Amount [ ] % of pay or [5] $ per hour

☑ All Employee Seniority Dates

Unit ☑ All

Start date: 09/01/2016 ▦

End date: 08/31/2017 ▦

Select YTD ☑ Wages, Overtime ▲
☑ Wages, Regular
☑ Lost Time, Overtime
☑ Lost Time, Regular
☐ By Laws ▼

[Generate]

10/24/2017 16:01:08   Page 1

Bonus Calculation Report for All units: 01SEP2016-31AUG2017

Name	Account	Hours	Amount	$ 5.00 per hour
Chad J Aregood	314 Lost Time (Officers)	167.00	5881.10	835.00
12/07/2004	**Total**	**167.00**	**5881.10**	**835.00**
Henry Bertog	314 Lost Time (Officers)	273.30	8812.50	1366.50
	Total	**273.30**	**8812.50**	**1366.50**
Jeffrey S Bingman	317 Lost Time (Others)	37.00	1240.57	185.00
08/22/2005	**Total**	**37.00**	**1240.57**	**185.00**
Tim Bowen	317 Lost Time (Others)	51.50	1817.03	257.50
	Total	**51.50**	**1817.03**	**257.50**
Lisa A Cage	317 Lost Time (Others)	2.00	46.18	10.00
10/03/2007	**Total**	**2.00**	**46.18**	**10.00**

Monthly Wage & Tax Report

Table reflecting the wages and taxes withheld for each month, and each quarter.

Month	Wages	W.H.	F.I.C.A.	M.E.C.A.	State	City Tax	Local
January	5775.34	439.79	358.07	83.76	102.05 OH	0.00	0.00
February	3529.70	331.24	218.83	51.18	70.62 OH	0.00	0.00
March	9977.11	1017.83	618.55	144.68	225.43 OH	0.00	0.00
1st Quarter	19282.15	1788.86	1195.45	279.62	398.10	0.00	0.00
April	5502.49	510.36	341.14	79.80	115.82 OH	0.00	0.00
May	15306.93	1651.55	949.01	221.99	344.60 OH	0.00	0.00
June	4675.99	438.58	289.92	67.81	87.83 OH	0.00	0.00
2nd Quarter	25485.41	2600.49	1580.07	369.60	548.25	0.00	0.00
July	5639.61	500.57	349.67	81.77	73.19 OH	1.92	0.58
					90.20 NY		
August	6814.34	680.65	422.50	98.82	143.81 OH	0.00	0.00
September	14499.19	1520.02	898.97	210.26	361.08 OH	0.00	0.00
3rd Quarter	26953.14	2701.24	1671.14	390.85	668.28	1.92	0.58
October	15062.11	1749.75	933.82	218.41	403.23 OH	0.00	0.00
					16.95 NY		
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4th Quarter	15062.11	1749.75	933.82	218.41	420.18	0.00	0.00
Total Year	86782.81	8840.34	5380.48	1258.48	2034.81	1.92	0.58

New Hire Report

The New Hire Report is often requested from the state, it is used as a tool to help them locate those who owe child support but are not paying. The file is formatted to be uploaded to the system—it is not formatted to be legible for users. While its purpose is to keep the state aware of any new hires, generally anyone paid in the period will be included.

Paid Time Off Report

If employee allowances for paid time off are being used, this report is a summary of the balances. The details option will include a list of any of the checks that were included in the calculations for review.

The example shown is a client using calendar-based allowances, but seniority-based calendar is also an option in Settings.

Paid Time Off Report

Date: 10/01/2017

Employee: ☑ All

Print Details: ☑

[Generate]

With check details…

10/24/2017 16:17:46		Paid Time Off Report for 01Oct2017				Page: 1
Employee		**Time Type**	**Allowance**	**Used**	**Balance**	
Calamity Jane J		Vacation	120.00	40.00	**80.00**	
		Sick	80.00	16.00	**64.00**	

Without check details…

10/24/2017 16:18:08		Paid Time Off Report for 01Oct2017				Page: 1
Employee		**Time Type**	**Allowance**	**Used**	**Balance**	
Calamity Jane J		Vacation	120.00	40.00	**80.00**	
		Sick	80.00	16.00	**64.00**	
	Check	Date	Pay	Hours	Account	Memo
Vacation	20480	06/23/2017	1,500.00	40.00	341 - Vacation	Vacation 6-19 week
Sick	20479	10/01/2017	300.00	8.00	355 - Sick Pay	Out Sick 9/30/17
	20470	07/11/2017	300.00	8.00	355 - Sick Pay	Sick Pay 7/8

W-2/W-3/1099 Report Tab

RCSNG makes these important forms a breeze. No pre-printed W-2s nor 1099s to buy- just print right on plain paper. Red forms but no color printer? No worries, our black and white copies are approved by SSA as well.

Some clients do choose to order window envelopes designed for the address to peek through, particularly if they have a large number to mail. Alternatively, the Print Address button offers the choice of printing labels or right on #10 envelopes.

W-2 & W-3 Forms

1. From the top menu bar, choose Reports, then select the W-2/W-3/1099 tab.
2. Indicate the Year required.
3. Select whether you are printing "**All W-2**"s or specific "Selected Employees".
4. Indicate which copy to be printed:

    • Employee Copies (B, C,2, 2) Mail to employees. (check Print Instructions)
    • Employer Copy D Keep with the local records.
    • Employer Copy 1 Mail to state, county, local departments as needed.
    • Copy A Red Mail to SSA, unless electronically filed. (Color printer required!)
    • Copy A Black Mail to SSA, unless electronically filed.

5. Select which Template:
    • 2-Up (2 forms per page) for half sheet forms
    • 4-Up (4 forms per page) for quarter sheet forms

6. Click on Generate button. The forms will be created in a .PDF file. Depending on your browser and preferences, you can open it and/or save it. We recommend you use Adobe Reader for best results.

7. Print the file. **Be sure to select "Actual Size" rather than "Fit" for proper alignment.**

Revised 12/2020

Notes about mailing your employee copies:

• Employers are required to send instructions along with the W-2 forms sent to employees. Check the "Print Instructions" box when printing W-2s. It is also possible to select "W-2 Employee Instructions" and print as many copies as needed later from the print window.

• Half sheet W-2 window envelopes for 2-Up forms can be purchased at office supply stores.

• The W-2 menu offers a "Print Address" button. Use it to print mailing labels or employee addresses directly on No. 10 style envelopes for the W-2 employees.

Social Security Forms/Filing

Social Security Administration forms can be printed in red or black & white-- or even better yet, they can be filed electronically instead. (Detailed steps on electronic filing to follow.)

To print Copy A (Red) you must have a color printer that can print red color.
Otherwise, select Copy A (Black). The black and white version is approved for official use by the Social Security office.

If you decide to mail the W-2 Copy A forms to Social Security Office then you MUST also print the Form W-3. Select W-3 Transmittal of Wages and Tax Statements and select Template Red (if you have a color printer) or Black.

To file W-3 and SSA Copies electronically:

Step 1 - Register with SSA Business Services Online on their website
To register, go to http://www.ssa.gov/bso/bsowelcome.htm
Click on "Register" to obtain a User ID and password. The password expires after 90 days.

Step 2 – In RCSNG, create an electronic file
1. In RCSNG, select: "Create an electronic file (EFW2 format) to submit Copy A and W-3 to the Social Security Office".
2. Enter User ID from step 1 and select "Generate".

The file will be created and you will be prompted to save it to your desired location. (Be sure to take note of the location so you can find it for Steps 3 & 4).
The file is named W2REPRTC.txt. After creating the file, the user can log in to SSA website or use Accuwage to test the file and load to SSA website.

Step 3 – Verify the file is valid using Accuwage

Revised 12/2020

Validate the file before uploading to SSA by testing it with the Accuwage application. Download Accuwage from the link below; there is also a link from the SSA upload page. Accuwage requires Java; you will be re-directed to a Java installer if it is not already present on the computer. http://www.ssa.gov/employer/accuwage/index.html

After installing the application:

1. On the right side of screen – click on W_2 (Regulars).
2. Click on Start Testing.
3. Browse to file created in Step 2 (W2REPRTC.TXT).

There should only be 1 alert on the screen pertaining to the EIN number. This is OK.

Step 4 -Upload file to Social Security Administration
Log into SSA system. Same link as above. http://www.ssa.gov/bso/bsowelcome.htm
1. Click on Log in.
2. Enter User ID and password. Make sure you check the agree to terms box.
3. Click on Report Wages to Social Security Administration.
4. Click on I Accept.
5. Click on Upload Formatted Wage File. a. Click on Submit/Resubmit a Formatted Wage.

W-2G

The software can generate <u>partially</u> prefilled W-2G. Simply select the vendor to generate the form. Save it to your computer, then complete the form.

Those clients conducting gaming should review the regulations and requirements.

https://www.irs.gov/forms-pubs/about-form-w2g for more details about W-2G

https://www.irs.gov/pub/irs-pdf/p3079.pdf for more information on non-profits and gaming

1099 & 1096

1099 forms are required for vendors who are BOTH:

- Paid over $600 in a year
- Not incorporated or lawyers or arbitrators
  We most commonly see this used for small side-business type vendors like lawn care, snow removal, bakers, and the like.

Like W-2s, the forms are created by the software on your plain paper.
The vendor screen must have the type of 1099 indicated for the vendor to be included in 1099s.

To create the form, simply select the year, the vendor or all vendors, then **Generate**.

The forms can be mailed in the standard 1099 envelopes sold at office stores. Alternatively, the **Print Address** button allows you to create labels or addresses for these same vendors.

Revised 12/2020

RCS 866-727-8291

LM Report Tab

RCSNG offers LM reporting not found anywhere else! As checks and receipts are entered all year long, the account numbers and categories are captured to make LM reporting relatively easy. RCS mails out "LM Prep" sheets at year end to help users prepare. We also offer an LM workshop at conference to help with these important and complicated forms. One final option, servicing is available to those clients who would find it more practical/convenient for our staff to complete them.

Because the LM reports are required to be submitted on-line at the Department of Labor's EFS website, the software offers a combination of worksheets and formatted export files that can be imported to the DOL site.

To access the DOL site, the local must have a file number and a pin. (pin is renewed annually.) Each user must also register for their own log in. At a minimum, the President and Financial Secretary will need access. **Learn more and/or log in at:**

https://olms.dol-esa.gov/efsui

RCSNG prepares users to file either an LM-2 or LM-3 based their selection in General Client Settings. Changing between LM-2 and LM-3?

If the local was LM-2 in the past, but now has lower income and can file LM-3, making this change in RCSNG is as simple as changing this setting.

However, if the local was LM-3 in the past and should now file LM-2- please contact support for help with this change. The LM-2 requires a great deal more detail on expenses, we can help.

LM-3

Form LM-3 is required for labor organizations that have total annual receipts between $10,000-$250,000.

To run any of the reports on the page, you must acknowledge the disclaimer. It states that the data on the reports reflects the data entered for the year. **Be sure the data is accurately balanced for the and you have completed the RCS Prep work before beginning!**

The Account Detail Verification Report is a review of the chart of accounts to double check for any accounts that may be set up incorrectly. Run this report and review the results before starting.

LM3 Blank Form is available for those who like to fill in a blank copy for a hands-on worksheet. Remember that the file must be completed and filed on the EFS website.

Worksheet lists the item line numbers and the dollar amounts to be used on the LM-3. You may optionally export the officer information for #24. If you choose this box, both files will be created in a LM3.zip file. Just open and extract the files to the pc, to the desktop or another folder. Then you can import the officers with the "Schedule 1" file that was created.

UAW offers its locals a "pink book" of LM instructions that is an excellent resource. The combination of the worksheet and this pink book reference is a great start. Attending conference or LM training/workshop is recommended.

LM-2

Form LM-2 is required for labor organizations that have total annual receipts over $250,000.

To run any of the reports on the page, you must acknowledge the disclaimer. It states that the data on the reports reflects the data entered for the year. **Be sure the data is accurately balanced for the and you have completed the RCS Prep work before beginning!**

Verification Reports

These reports can be used as part of the LM preparation. The LM balances when every income and expense is correctly allocated to one spot. When a code is set up incorrectly or used incorrectly, this can impact the balancing. Use these tools to locate such errors.

- **Print all functionalized Payables**

Payable checks set with LM 0 require the user to indicate a functional category. Use this report to review payables. Look for checks with LM 0 but no category, or possibly vendors who have been coded inconsistently/incorrectly.

- **Account Detail Verification Report**

Review of the chart of accounts to double check for any accounts that may be set up incorrectly and any checks with inappropriate codes.

- **Wage Function Hour Report**

Review checks sorted by employee for functional hours. Each employee with wages should have at least one functional hour set.

- **Wage Checks with Zero Functional Hours Report**

Find checks with no functional hours set. Each employee with wages should have at least one check with one functional hour set.

- **Print Income Receipts with 48 LM number**

LM #48 reflects the "Other Receipts" item on Statement B. This report groups all such items for reference.

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RCS 866-727-8291

Worksheet

The LM-2 Worksheet breaks out the income and expenses line by line to be transferred to the EFS form. Every transaction is accounted for, any item moved to a different area must be deducted from the old line and added to the new to balance.

Exporting Schedules

Clients use a variety of internet browsers with different settings; if you are having trouble finding your downloads from RCSNG, please ask us for help.

- **To print a report:**
1. Select the desired worksheet or schedule, click the Accept box, then Generate. The .PDF formatted report will be created. Like the other downloaded reports in RCSNG, you can save or open it.
2. Open the .PDF file in Adobe Reader and print as needed.

- **To print *and* export** a file for the DOL.

(Applies to Schedules with export files: 11, 12, 14, 15, 16, 17, 18, 19, & 20.)

1. Create a new folder for the year's LM files.
   a. Right click on your desktop then choose New, then Folder
   b. Name it something easy to recognize, like "2017 LM Files"
2. Select the schedule, click the Export Schedule Information? box, click the Accept box, then Generate.
   Because this process is creating multiple files (the .PDF report and at least one .CSV file) a .ZIP file is created to combine them.
3. Open the .ZIP file, you will see the contents inside
4. Click "Extract All"
   Files will be extracted to: <Browse to select the folder you created on the Desktop>
5. Click "Extract" The contents will be sent to your folder.
   a. The .PDF file is the formatted report that can be viewed &/or printed.
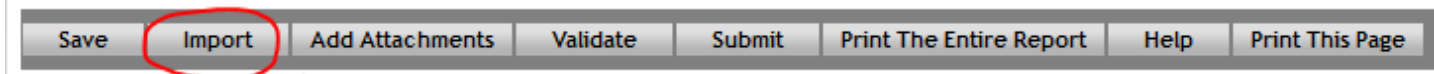   b. The .CSV files are formatted specifically for importing to DOL.

As you review the schedules – watch out for warnings of missing information and make corrections before proceeding. **Exports missing information will not import correctly.**

Importing Schedules

After you have successfully printed your LM Worksheets and exported your .CSV files, the next step is to import the .CSV files to the DOL Site.

We recommend you import/review each schedule one at a time. This approach makes it easier to find the files you are looking for and review them for accuracy.

1. **Log in** to your LM on the DOL site. From the top menu, select Import.

| Save | Import | Add Attachments | Validate | Submit | Print The Entire Report | Help | Print This Page |

2. **Select Source of Import Data Button**: select "**CSV**".
3. Use **Select Schedule** to indicate the schedule to be imported.
    (RCS offers LM2 export files for schedules 11, 12, 14, 15 – 20 and LM3 schedule 1.)
4. At **Select Import File**, use **Browse** to locate the appropriate .CSV file(s) for the schedule you exported earlier from the RCS software.

Browse to the **Desktop and in to your folder**.

Find and Open the .CSV file that lists the same schedule number.

Note: LM2 Schedules 11, 12 and 20 will only have one file listed. Ex. (SCHED11.CSV)
Note: LM2 Schedules 14 – 19 will have two files:

  o Master Import "**M**"
     (example SCHED14**M**.CSV)
  o Detail Import "**P**"
     (example SCHED14**P**.CSV)

5. Click **Submit**. Review the results screen.

    →Errors indicate the file did not load correctly; review the .PDF report for missing details. Make corrections to your records as needed then repeat the export/import steps.

    →**Warnings are OK**. They often indicate a vendor was over $5,000 aggregate but no single check over $5,000 needed to be detailed.

6. Click the **Save & Calculate twice** before moving to the next schedule. Large files might import quickly but saving could take time. The hourglass icon or the "Please Wait" messages will let you know when save is complete.
7. Click Validate before moving to the next schedule.

NOTES:

LM2 Schedules 11, 12 require some manual entries; these areas are highlighted on the PDF document. Refer to the printed .PDF report for both and note the asterisked areas. These fields do NOT import, you must type them.

WS-2 and WS-4 totals (highlighted at the bottom of these worksheets) must also be manually entered on the Summary Page.

UAW offers its locals a "pink book" of LM instructions that is an excellent resource. The combination of the worksheet and this pink book reference is a great start.

Attending conference or LM training/workshop is recommended.

990 Report Tab

- FORM 990EZ must be filed by all Local Unions and CAP Councils having an annual income of greater than $50,000 but less than $200,000 and total assets less than $500,000.
- FORM 990 must be filed by all Local Unions and CAP Councils having an annual income of $200,000 or more OR total assets of $500,000 or more.
- FORM 990N must be filed by all Local Unions, Local Union Building Corporations and CAP Councils having an annual income of LESS than $50,000. Please visit www.IRS.GOV to download this form.

Notice at the top of the 990 page the year's receipt and asset totals are listed for reference:

Create 990 IRS Form

Select this option to create a partially pre-filled 990 Form! Much of the client information and standard answers are loaded automatically to save time. Steps:

1. Choose to **Create** the form, **Accept** the disclaimer, then **Generate**
2. **Read the pop-up** instructions, then **continue**
3. The PDF form is generated. **SAVE it** to your pc!
4. Once the file is saved to your pc, open it with Adobe Reader to continue working on it.

Each time you create a 990 form a fresh, new starter form is generated. To continue a form in progress, open the existing file from your pc.

Schedules D, O, R

These schedules can also be generated with many items prefilled. Be sure to save to your pc before completing them.

Worksheet

The worksheet lists the line numbers for the income and expense. These are the same figures that would be pre-filled when generating the actual form. This is a handy tool for making notes and reviewing in case you might elect to move some items to other locations on the form.

UAW offers a "Blue Book" to its locals to assist with completing the 990- this is an excellent resource. The combination of the worksheet and this blue book reference is a great start.

Attending conference or LM training/workshop is recommended.

Settings Tab
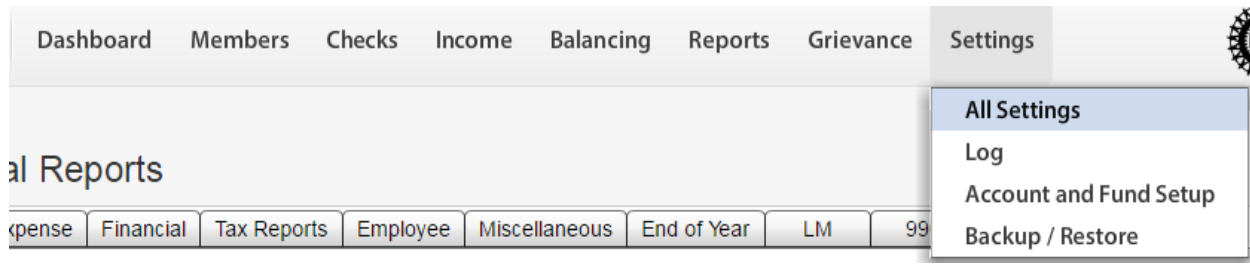
All Settings

Note that the Settings area is used to maintain many drop lists used throughout the system. It is important to keep in mind that deleting a drop list option (or even a custom drop list) will remove that detail from existing records!

📁 Client (Settings)

Display Setting
Size - Increase the size of your RCSNG menus and options for easier reading.
Font – Setting your default font used on legacy notes and history in your Member Information screen.

General Client Settings
Maintain general Local's information; such as address and phone, type of organization, and LM type.

Start Screen
You are predetermining your start screen and your member tab screen.
Start Screen (When you log onto RCSNG, what screen should you see first?).
Member Tab (When you open the Member Information Screen which tab would you like the software to take you to first?).

📁 Financial (Settings)

Account Groups   The **Group Account** option allows for similar funds (or accounts) to be lumped together for reporting purposes. This area of settings lets you define the master name of group. Then, in Settings/Account and Fund Setup, you can associate the accounts or funds that are involved with this group.

    Example: There are several different interest account numbers; because each asset can have its own. By creating a group account for "Interest" and applying it to each of those accounts, then all would be shown as one total "Interest" on the Financial Report.

Check Template   This tool lets you choose a check layout to fit your three-part laser checks. Many of our clients choose to order checks from http://theunionshop.com/ because their products are union-made, offer union artwork, and they are familiar with our standard layout.

Often check Template #1 works great, no tweaking needed. However, notice that there is also a "Customized Check" option that lets the user make adjustments to the printed fields.

*Note – **Always** be sure when printing checks that the print job is opening with **Adobe Reader**, and that you are printing "**Actual Size**".

City Taxes   Name and set the percentage rate (and possibly limits) for any and all city taxes here. Once created, they can be added to employees as appropriate. Note that each should be defined yearly because the rate may vary from year to year.

Deductions   Create and maintain the available employee deductions here, such as Child Support, 401K etc. Once created, they can be added to individual employees as needed.
**Note- the "Enable Payroll Deductions" box in Employer settings must be checked to apply deductions to Employees.

Employer Settings   Critical financial details here! Many of these fields have help text to point you assist you.
Most importantly – be sure to complete your Tax ID numbers- these are used for your W-2 and tax forms.

FICA/MECA Setup   Fica and Meca rates are maintained by RCS Admins, shown here for reference.

Financial Committee   Enable this option to create an additional way to isolate checks and income receipts related to a specific committee, event, or cause. For example, create a "2018 Picnic" here in Settings. Going forward, when creating checks or receipts you will see a new field called "**Committee Account**" – this will include the option to select the 2018 picnic. By doing this on all the related checks and receipts, you can eventually use the Committee Report to see all activity in one report.

FUTA/SUTA Setup   Because Federal Unemployment Tax Rate and the State Unemployment Tax Rates can vary by business/organization, this area is maintained by the client. If you should receive a notice of a rate change, it can be applied here.

Local Taxes   Create and Maintain any local taxes here, such as county or school taxes. Create a name and define the percentage, then these taxes can be applied to specific employees as needed.

Payroll Taxes   State and Federal tax tables are maintained by the RCS admins. Should an additional table or any updates be needed, please contact us.

Repay Groups Repay checks are used to make it easy to create a batch of checks that are generated routinely. Use this area to create categories that you might generate as a group. Some Examples: "Weekly Payroll" or "Steward Check" or "E-board Checks"… whatever works for your purpose, to make it easy to identify and use groupings of checks.

📁 Inventory (Settings)

The inventory area has several user-defined drop lists. Using lists prevents inconsistent labeling and typos. Use this area to add choices to the following drop lists in Inventory:

Colors
Locations
Size
Users

Membership (Settings)

Committee – Maintain the list of available committees for your membership. Members can be filtered by committee for reporting.

Departments –Customize departments for your specific Local. Members can be filtered by department for reporting.

Dues

        Dues Type – Customize the list of the type of dues your members pay.

        Union Dues Reason – Define the available choices for why someone might not pay dues.

History – The Member History tab holds 20 separate tabs to help organize related notes. Define those categories here then these same categories will be available on all members.

Job Classification – Maintain the list of available "Job Classifications" for your members.

Medical Coverage – Customize a list of "Medical Coverage" choices for your members.

Settings Field – RCSNG offers some member screen options you may not need or want. Use the check marks to note those you want to use. For example, "Show Additional Address" lets you store a primary as well as a secondary address for members.

Status – Maintain the statuses available for use on members.
Take care to not delete a value that is in use on members; this detail will be lost.

User Defined Fields –Create custom fields to track additional details about your members. Add up to 5 custom fields on both the Job Info and Personal Info tabs. These new fields can be used to filter for reports and can be included in reporting results.

Veteran – Customize the Veteran drop list choices available on the member tab. Some users opt for Yes/No while others may choose to list various branches of service.

Change Password

To change your login password, simply click on the "Change Password" icon in the Settings folder. A pop-up window will prompt you to:

1. Enter your old password
2. Enter the new password that you have created
3. To confirm new password enter it again. They must match.

The system will let you know if your password is too short or too weak.

Change Phone Area codes - If you need to change area codes available for membership.

Zip codes – A complete listing of USA zip codes, used to auto fill city/state on addresses.

Log

The log is a tool that you may never need, but in some cases, it can be so helpful! We often get calls on the support phone from folks wondering, "What happened to…" to that member, that check, my balance, and so on.

The log tracks many activities including the who, what, where, and when—hopefully with all this you can iron out the why.

If you simply visit the Log, the most recent actions are listed at the top. You can click any of these rows for more details about the action. This may help you find recent activity.

For more in- depth detective work, use one of these two suggestions:
        -use the "**Filter**" option here to narrow down to a specific area or user
        -use the "**Quick Search**" with a wild card. Use "**%**" with a clock number, name, or check number to find the related events

Example: what happened to check #20308? Quick search:

Log

					%20308 🔍 Filter OFF ▾

Date	Author	IP address	Area	Status	Action Description
09:27 AM 09/18/2017	Jenny (Administrator)	50.82.126.66	FINANCE	SUCCESS	Delete Payroll check Number: 20308
09:27 AM 09/18/2017	Jenny (Administrator)	50.82.126.66	FINANCE	SUCCESS	Reconcile Check with number 20308
10:31 AM 08/22/2017	Jenny (Administrator)	50.82.126.66	FINANCE	SUCCESS	Update Payroll check Number: 20308
10:31 AM 08/22/2017	Jenny (Administrator)	50.82.126.66	FINANCE	SUCCESS	Update Payroll check Number: 20308
10:30 AM 08/22/2017	Jenny (Administrator)	50.82.126.66	FINANCE	SUCCESS	Create Payroll check Number: 20308

Account and Fund Set Up

Existing users will find their usual chart of accounts and funds imported here, while new users will load with the standard chart of accounts as a starting point.

Use the "**Quick Search**" box to locate an existing account by number, name or even the first word of the description. (The search is not case sensitive.)

Account and Fund Set Up

New			Insurance 🔍

Account Number	Account Indicator	Description	YTD Code
181	Income account	Insurance Claim Payments	
469	Payable account	Insurance (Fire Theft General Liability)	
546	Payable account	Insurance-Comprehensive	
547	Payable account	Insurance-General Liability	
548	Payable account	Insurance-Liquor Liability	
549	Payable account	Insurance-Renters Furn&Equip(Fire&Theft)	
550	Payable account	Insurance-Special Event Liability	
551	Payable account	Insurance-Union Liability(Misrepresent)	

To view an account or fund, just double click that row.

💡 **It is easy to create and edit new funds and accounts - but please be careful!**
The official chart of accounts was carefully designed so that the income and expenses accounts can be mapped to the right lines of the LM worksheets and forms. The 990 also draws from this same structure. Before adding any accounts, it is best to discuss this with an auditor or RCS Support. An account with a bad LM number could result in LM trouble.

Likewise, a Fund can be added or changed-- but doing so will certainly affect your balance. Take care in these areas! Generally, you should discuss adding new funds with your auditor before creating them in the system. **Funds created after your initial install should have a beginning balance of $0. Their value will grow as money is receipted or transferred in.**

To create a new fund, just click the "**New**" button at the top left of the Setup area.

1. To identify that you are creating a fund, choose **Account Indicator** of Fund Account.

2. Enter an **Account Number** and **Description** to identify the item on transactions and reports.

3. The **Initial Balance** of each fund is entered just once. These will be set when RCSNG is first configured. New funds can be added in at a later date but should from a zero balance. Later years' balances will be calculated from that start point based on transactions.

4. **Budget Amount** (optional) A target budget amount for the year can be indicated here.

5. **Pennies** (optional) If the local's constitution mandates a monthly pennies-per-member allocation of funds, use these boxes to set how much per member should be transferred. Note that RCSNG allows for either a set amount or a percent. The actual transfer must be initiated in the **Finance/Transfers** area with "Monthly Penny Allocation" option.

To create a new account, just click the "**New**" button at the top left of the Setup area.

1. To identify that you are creating an account, choose **Account Indicator**: Income Account, Payable Account, or Payroll Account
2. Enter an **Account Number** and **Description** to identify the item on transactions and reports. The standard accounts are from the Chart of Accounts. **The LM2 and LM3 Numbers** indicate where these items belong in the DOL forms *and* also the 990 forms in most cases.
   Refer to the Chart of Accounts when in doubt; this is an important detail.

Account Indicator:	Payable account ▾ ✳
Account Number:	547 ✳
Account Description:	Insurance-General Liability
LM2 Item Number:	0
LM3 Item Number:	54
% of Time Eligible Account	☑
Members Number Editable:	☐
Budget Amount:	
Group Account:	▾

3. In the Chart of Accounts, some accounts are noted as **"% of Time"** eligible; check here. This indicates the account expenses are utilized for all the users/activities at the local. The functional category for these accounts can be calculated based on how the employees' hours are categorized.
4. **Members Number Editable** indicates that a receipt (dues) needs to prompt for accounts. These counts are used for per capita taxes totals but are not calculated the same for all clients.
5. **Budget Amount** (optional) A target budget amount for the year can be indicated here.
6. **Group Account** (optional) This feature allows for the grouping of similar funds (and accounts) to be grouped for reporting purposes. Configure the available groups in Settings/All Settings/Financial/Account Groups.

Example: There are several different interest account numbers; because each asset can have its own. If you created a group account for "Interest" and then applied it to each of those accounts, then all of these would show as one total "Interest".

Backup and Restore

Don't worry, your parachute is built in! Sometimes folks realize they have no backup of their data at the worst times! Not anymore-- we've got you covered.

First, please remember that your information resides in a very secure data center. Even if your personal computer becomes a paper weight, your information is still safe. It will be patiently waiting for you to log back in - whether that be from your repaired pc or a completely different computer. There's no RCS software to install, all you need is internet access and a web browser to get back in business.

Secondly, we back you up automatically, regularly
.
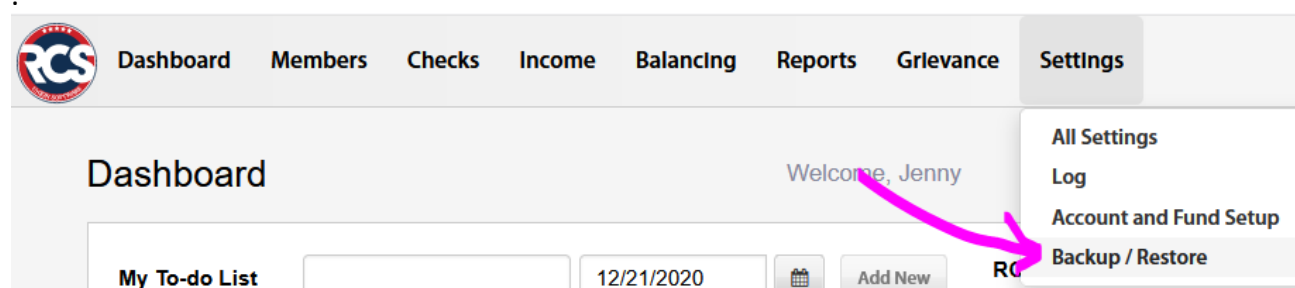
To access the **Backup/Restore** menu, click on Settings then **Backup/Restore**. By default, a full back up of your data occurs automatically *at least* every two weeks. Under **Settings**, this can be modified to occur as often as daily if desired. We recommend a shorter period for high-volume users.

While it is unlikely you would ever lose your data, you might have a reason you wished you could go back in time, to undo some change you later regret. Perhaps you updated dozens of members with the wrong details, or maybe deleted several checks and later realized you should not have. In fact, if you plan to make a significant changes, it would be a good time to initiate a backup to give yourself a save point—in case you regret it later.

This page lists the available backups on the server. At the top right corner, you can select to see global backups of ALL areas or just a specific area of the program.

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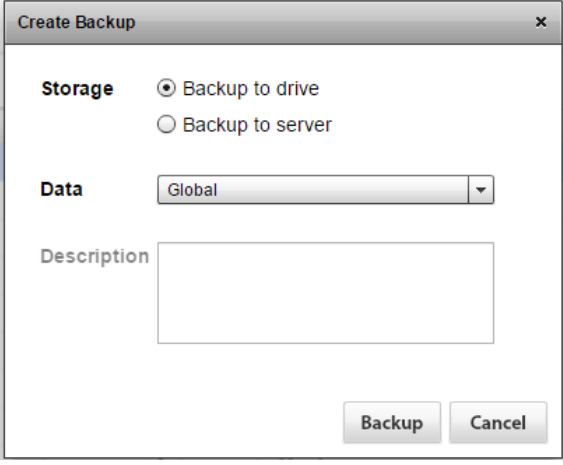
To Create a new Backup

1. Select **Backup Files**

2. **Storage** - Choose where to save your data:
   a. **Backup to drive** to save to a USB drive or somewhere locally on your own computer. In the extremely unlikely event your data is lost on the server, it would be safely in your hands.

   While this type of backup is not likely to be needed, some audit processes require an off-site backup to be kept with your records.
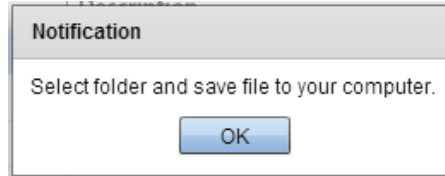
   b. **Back up to server** to save the data right on the server.

3. **Data** - Choose what to backup:
   a. **Global** – All data from the RCSNG areas to which you subscribe.
   b. **Area specific** – Limit the backup to only Membership, Financial, or Grievance

4. **Description** – If backing up to the server, you can add some notes about the backup.
   For example:
   "Backup Prior to my big changes on Tuesday, just in case I might change my mind."

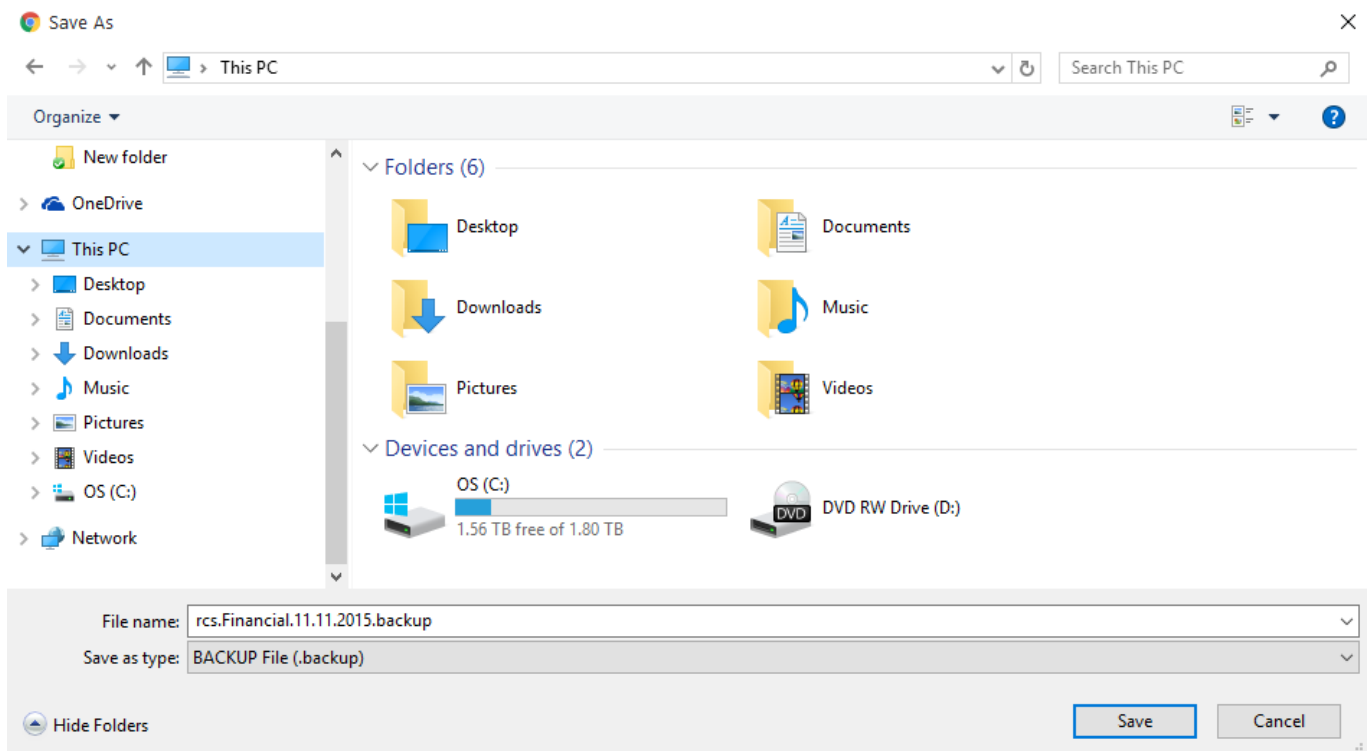5. **Select Backup** to start the process.

   Depending on the size of your data and the speed of your network, this will take a few seconds or maybe a few minutes.

If you chose Backup to Drive, you will be prompted to select where to save the backup.

Your internet browswer will open a window allowing you to choose where you want to

Notification

Select folder and save file to your computer.

OK

save the backup.

Save As

This PC

Organize ▾

New folder

OneDrive

This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)

Network

∨ Folders (6)

Desktop

Documents

Downloads

Music

Pictures

Videos

∨ Devices and drives (2)

OS (C:)
1.56 TB free of 1.80 TB

DVD RW Drive (D:)

File name: rcs.Financial.11.11.2015.backup

Save as type: BACKUP File (.backup)

Hide Folders

Save

Cancel

Search This PC

Notice that by default, the file name includes the type of backup and the date it was created. You may choose to edit the name, but the extension " .backup" should NOT be changed.

**If you would ever need to restore from the back up, the file must be a ".backup" file.**

To Restore Data from a Backup

Before you restore a backup, take a moment to consider the implications.
All changes made after that restore point (good or bad!) will be overwritten:

- What data have you added since this backup – is it manageable to redo this work?
- Are there other users in your system who would be affected?
- Do you need to restore only one area, or all areas? Just like in the Backup process, there is an option to restore just a particular area as opposed to all areas.

If you are in any doubt about how to move forward, please call us at support for help. Any other users of your system should log out until you are finished.
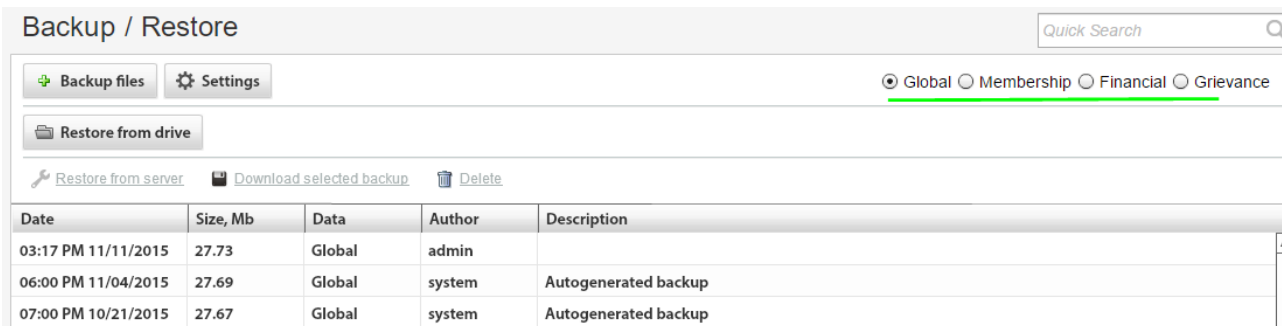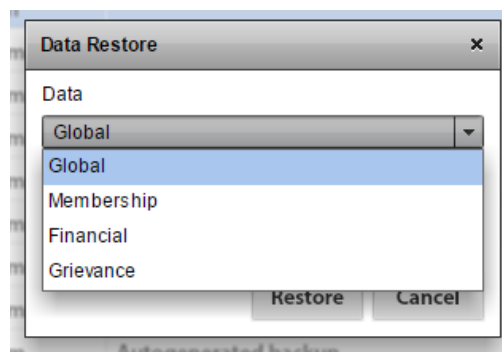

1. **Restoring a Backup from the Server**
   a. Notice the bullets at the top right – use these to see the different backups that are available.
      A **Global** file will have information from all areas and you can select to extract just part of it.   On the other hand, you might have an even better option under the specific area backups.

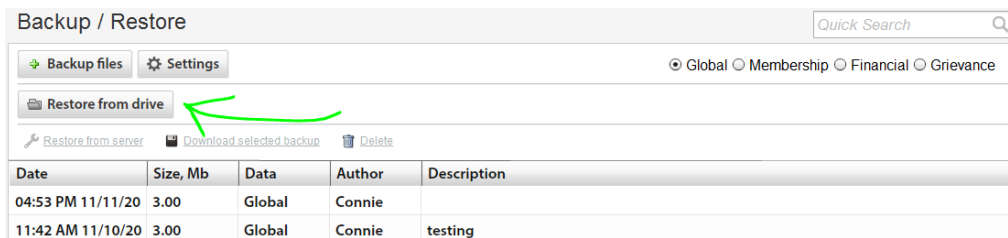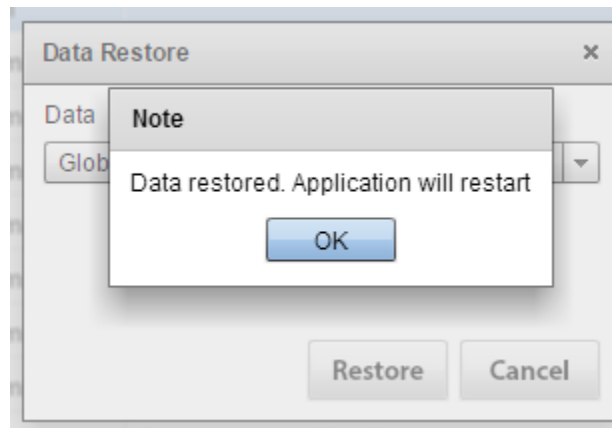   b. Once you have located the backup you want to restore, click it to select it.

   c. Click **Restore from server**

   d. Global backups will offer you a choice to restore all data or just a specific area. Make you selection, then click **Restore** to initiate the process.

e. Depending on the volume of data, backing up the data might take a few seconds up to a several minutes. When the process is complete, you will see the "Data restored" message shown below.
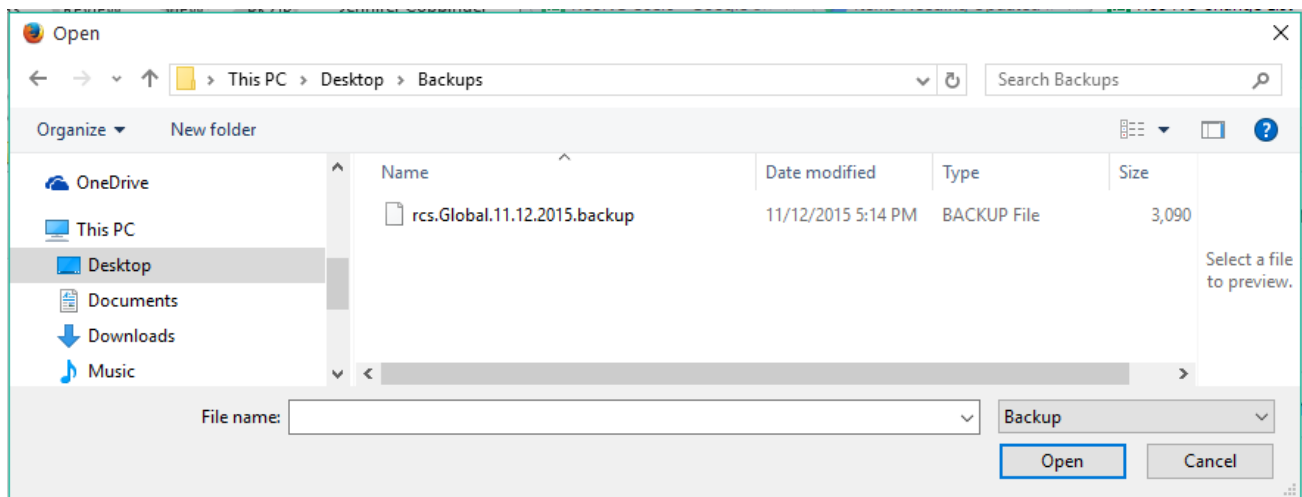
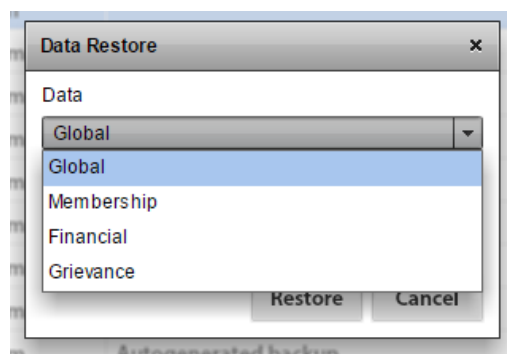Your browser session will be restarted. Any other users can log back in now as well.

2. Restoring data from drive
   a. Select **Restore from Drive**
   b. You will be prompted to navigate to the backup you want to restore: Browse to it then open it.

3. Global backups will offer you a choice to restore all data or just a specific area. Make you selection, then click **Restore** to initiate the process.

4. Depending on the volume of data, backing up the data might take a few seconds up to a several minutes. When the process is complete, you will see the "Data restored" message shown below.

   Your browser session will be restarted. Any other users can log back in now as well.

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