

IMS Individual Payments User Guide

Version 5.0

Financial & Membership Services
Membership Management
Services



Great Public Schools for Every Student

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INTRODUCTION

This user guide is provided as an overview on how to use the **Individual Payment** functionality within the **eDues subsystem**. The Individual Payment User Guide encompasses:

- The eDues Subsystem
 - EFT (Electronic Funds Transfer) Processing
 - RCC (Recurring Credit Card) Processing
 - Check Installment Processing
 - eDues MRA Reporting

NOTE: The EFT subsystem is **no longer available** but EFT processing is available from Individual Payments.

MEMBER ENROLLMENT IN EFT/RCC USING MEMBERS SELF ENROLL SITE

The **eDues Automatic Payment Enrollment** site is a tool to assist in the replacement of Payroll Deduction dues collection or any other dues collection payment method with the collection of dues and voluntary funds using **EFT or Credit Card**.

The **eDues Automatic Payment Enrollment** is used **for existing members only**. It cannot be used for adding new members. If a new member is added to IMS, please make sure a day passes before attempting to enroll the member in the eDues program using this site.

The site will be used by members and State Affiliate users to collect Banking Information for members who have agreed to the payment of dues monies and voluntary funds using Electronic Funds Transfer or Credit Card. The information collected using the site is entered and saved by the user with partial real-time update to the Membership database. This page can also be used to collect and update home phone and email information for those same members.

Please refer to the separate [user guide](#) on [eDues – Member Self Enroll](#) for instructions on using this site.

BOA CUSTOMER SERVICE CONSOLE

The purpose of the Bank of America (BoA) Customer Service Console(CSC) is to provide another alternative to state affiliates for enrolling members in the payment options of RCC and EFT and to allow the management of existing accounts.

Please refer to the separate [user guide](#) on [How to Use the Bank of America Customer Service Console](#) for instructions on using this site.

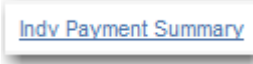
INDIVIDUAL PAYMENTS – SECURITY GROUP

There is a security group called **IMS-Individual Payments**. This security group **will be required** for access to any functionality on the **new IMS eDues tab**. In addition, access will be restricted to NEA and State Affiliate users for the **State Affiliate Setup** functionality on the IMS eDues tab.



▶ [Indiv Payment Profile](#)
▶ [Account Profile](#)

On the **Individual Profile main page**, these links will not be visible to a user

without the assignment of the IMS-Individual Payments security. Access to  on the Individual Profile main page will also be restricted to those users with the IMS-Individual Payments security group.

DIFFERENCES IN COLLECTING EDUES VS PAYROLL DEDUCTION

Collecting dues by EFT and credit cards is a very different business model from collecting dues with payroll deduction in a number of ways.

1. With payroll deduction, the school district sends the members' deductions to the local and then the local will forward the state and NEA obligation to the state affiliates. For EFT and credit cards, the payments will be received by the state affiliate and local obligation is disbursed to the local.
2. A member may join the association, sign up for payroll deduction and submit payments through the payroll deduction process before the member has been added to the membership database. With EFT and credit card payment methods, the associations do not begin to receive payments until the member and their account information is in the association's membership database and payment transactions have been sent to the bank.
3. Locals collecting member dues through payroll deduction frequently do not populate the NEA Membership database with the local dues obligation and membership types because they deduct the local's obligation from the payments received from the school district and forward the state and NEA obligation.
4. Transitioning to EFT and credit card requires that all of the local obligation must be stored in the NEA Membership database. Dues, PAC and other funds, must be recorded in the NEA Membership Database Utilities table and propagated to the members' individual records for EFT and credit card payment. The state association must start to collect and store local membership types and dues obligation in the IMS utility tables and must populate the member's data.
5. Unsuccessful EFT and Credit Card transactions generate "Return" transactions that must be processed as soon as possible to reduce the cost of future error transactions and to insure that the members are not charged additional bank fees for insufficient funds. This contrasts with payroll deduction where there may be less immediate need to reconcile the membership database with the payroll reports from the employer.

EDUES LANDING PAGE

The **eDues Landing Page** is presented after clicking on the **IMS eDues tab**.

The screenshot shows the eDues Landing Page with the following sections:

- Upcoming Schedules:**

Year	Close Type	Close Date
2014	EFT Dues	01/17/2014
2014	EFT Dues	01/17/2014
2014	EFT Dues	01/17/2014
2014	EFT Dues	01/20/2014
- State Affiliate Setup:** Configuration, Schedules, Bank Profile
- Other Items:** Express Entry Form, Update EFT Contacts, PAC Fund Transfer Maintenance, Setup Individual Payment Upload, Individual Payment Upload
- Profiles:** Individual Payments Search → Account Profile → Payment Profile → Transaction History

The eDues Landing page is comprised of 4 sections including **Upcoming Schedules**, **EFT Express**, **State Affiliate Setup** and **Profiles**.

UPCOMING SCHEDULES

The **Upcoming Schedules** section displays upcoming EFT and RCC Close Schedules for the state affiliate associated with your user ID. The information here is display only.

EFT EXPRESS

The **EFT Express** section displays 2 links, **EFT Express** and **Update EFT Contacts**.

EFT EXPRESS FORM

The screenshot shows the EFT Express form with the following elements:

- Buttons: + Add, Contact Status, Export, Search
- Table Columns: Delet, Indv ID, Name, Routing #, Account Type, Account #, Bank Name, Mshp Y, # of Deduction, Deduction Amt, Mshp ID

- Click the **Express Entry Form** link to access EFT Express Enrollment for adding or deleting account details for members paying by EFT. Refer to the [EFT Express](#) section of this user guide for more information on using this functionality.

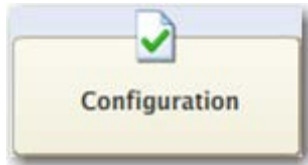
UPDATE EFT CONTACTS

- Click the **Update EFT Contacts** link to add or update contact tracking details for a member contacted in and eDues campaign. This will be used in a campaign to record member's responses and allow tracking for subsequent contact.
 - Enter the **Individual ID**. When you tab away from this field, the membership name will be displayed.
 - If the individual ID entered is not associated with your organization or is an invalid ID, a warning message of **Invalid Individual ID.** will be displayed.
 - NOTE: To access this feature, you must be a state, uniserv or local user and the individual ID must reflect a member in the state, uniserv or local associated with your user ID.
 - Select from the **Contact Status** dropdown list to record the latest member contact status. The choices are **Declined, Enrolled, Follow Up, Ineligible** or **Other**.
 - Enter the **Follow Up Date** to contact the member
 - Enter the **Follow Up Type**. The choices are **In Person, Email, Phone, USPS Mail, Other**.
 - Enter the staff person who will follow up with the member in **Follow up By**.
 - Enter **Member's Interest**. The choices are **Activist** and **Volunteer**.
 - Enter **Contact Comments** to record additional information.
 - Click the **Save** button to accept the entry or click the **Save & New** to save this entry and open a new page for the next entry. A confirmation message of **Contact details are saved Successfully** will be displayed.

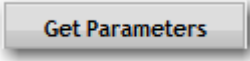
STATE AFFILIATE SETUP

The **State Affiliate Setup** section displays functionality including **Configuration**, **Schedules** and **Bank Profile**. Access to the State Affiliate Setup functionality is restricted to NEA and State Affiliate users only. The state affiliate should default based on your user logon ID.

CONFIGURATION



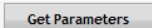
Click the  button to access **Configuration Parameters**.


- **State:** The state affiliate associated with your user ID will display by default. For NEA users, select the state affiliate from the dropdown and click the  button to display the parameter information.

CONFIGURATION PARAMETERS TAB

On the first tab, **Parameters** will allow you to review and update parameters that have been defined and selected by your state affiliate for processing EFT and RCC. The **Parameters** tab is organized into 3 sections of **Generic**, **EFT** and **RCC**.

Configuration Parameters

State: ARIZONA EDUCATION ASSOCIATION 

Parameters
Contacts


Generic

Parameters	Values
Mshp Yr for eDues:	<input style="width: 80%;" type="text" value="2014"/>
Display Optional Funds:	<input style="width: 80%;" type="text" value="N"/>
Payment options:	<input style="width: 80%;" type="text" value="BOTH"/>
SEA Website:	<input style="width: 80%;" type="text" value="http://www.arizon"/>
SEA Facebook:	<input style="width: 80%;" type="text"/>
SEA Twitter:	<input style="width: 80%;" type="text"/>
SEA Additional Membership Info:	<input style="width: 80%;" type="text"/>
Display NEA Optional Funds:	<input style="width: 80%;" type="text" value="Y"/>
Show PAC funds in separate page:	<input style="width: 80%;" type="text" value="Y"/>
SEA eDues URL:	<input style="width: 80%;" type="text" value="https://www.arizon"/>

EFT

Parameters	Values
EFT options:	<input style="width: 80%;" type="text" value="STANDARD"/>
EFT PAC Only Reversal Option:	<input style="width: 80%;" type="text" value="RE"/>
Federal Tax Id:	<input style="width: 80%;" type="text" value="860"/>
EFT Auto Cancel Participant:	<input style="width: 80%;" type="text" value="Y"/>
EFT Automatic Reversal Option:	<input style="width: 80%;" type="text" value="OPTB"/>
Dues Account:	<input style="width: 80%;" type="text" value="000026"/>
Send EFT Confirmation Emails:	<input style="width: 80%;" type="text" value="N"/>
EFT Maximum Sched Set Limit:	<input style="width: 80%;" type="text" value="5"/>

RCC

Parameters	Values
Division:	<input style="width: 80%;" type="text" value="549"/>
AID #:	<input style="width: 80%;" type="text" value="1685"/>
RCC options:	<input style="width: 80%;" type="text" value="BOTH"/>
RCC Automatic Reversal Option:	<input style="width: 80%;" type="text" value="OPTB"/>
Send RCC Confirmation Emails:	<input style="width: 80%;" type="text" value="N"/>

- **Generic**
 - **Mshp Yr for eDues** (Updateable) Enter the membership year that the state affiliate is currently processing for on the Member Self Enroll website. The membership year is changed when members can begin to use the Member Self Enroll site for the new membership year.

NOTE: This parameter is changed by the state affiliate **when the affiliate is ready to process memberships in the new year** from the Member Self Enroll website. **This change takes place immediately.** Also note that the FYMPSET (Copy over membership type and

obligation setup data to the future year) process must have been done before enrolling members for future year.

- **Display Optional Funds** (Updateable); Valid Values: **Y** – Yes or **N** - No) enter the parameter value of 'Y' or Yes if the state affiliate has opted to display optional or non-required funds on the Member Self Enroll website. Displaying Optional Funds gives members the opportunity to contribute to voluntary (non-required) funds.
- **Payment options** (Updateable; Valid Values: **EFT**, **RCC** or **BOTH**) enter the individual payment options that a state affiliate has committed to. Setting this option would impact the member self enrollment site.
- **SEA Website** (Updateable) enter the optional URL for the state affiliate web site. This information could be printed on reports or correspondence.
- **SEA Facebook** (Updateable) enter the URL for the state affiliate Facebook account. This information could be printed on reports or correspondence.
- **SEA Twitter** (Updateable) enter the URL for the state affiliate Twitter account. This information could be printed on reports or correspondence.
- **SEA Additional Membership Info** (Updateable) enter additional informational or instructional text that is important to the state affiliate. This information could be printed on reports or correspondence.
- **Display NEA Optional Funds** (Updateable) ; Valid Values: **Y** – Yes or **N** - No) enter the parameter value of 'Y' or Yes if the state affiliate has opted to display NEA PAC funds on the Member Self Enroll website. Displaying NEA PAC funds gives members the opportunity to contribute PAC.
- **Show PAC Funds in Separate Page** (Updateable) ; Valid Values: **Y** – Yes or **N** - No) enter the parameter value of 'Y' or Yes if the state affiliate has opted to display PAC funds in a separate page in the Member Self Enroll website.
- **SEA eDues URL** (Updateable); Enter the state eDues URL. This information can be used by reports or any other forms

- **EFT**

This functionality replaces the EFT parameter spreadsheet.

- **EFT Options** (Updateable; Valid Values: **STANDARD**, **SINGLE** or **BOTH**) enter the EFT payment option that a state affiliate has committed to. Setting this option would impact the member self enrollment site.
 - **Standard** is entered when the state is offering only the multiple EFT deduction option for EFT payers (based on the standard number of EFT deductions defined for the state affiliate).
 - **Single** is entered when the state is offering only a single EFT deduction option for EFT payers.
 - **Both** is entered when the state is offering both the multiple EFT deductions option and the single EFT deduction option for EFT payers.
- **EFT PAC Only Reversal Option:** (Not Updateable; Valid Values: **SP** , **AE** , **AN** , **RE** , **RO** , **RS** and **DN**). Setting this option would impact the membership obligation and monthly deductions when the deduction fails.
 - **SP:** Spread the dues among remaining deductions.
 - **AE:** Add a deduction to the end. If standard deductions are not available, spread the amount.

- **AN:** Add the additional amount for the next deduction.
- **RE:** Reverse
- **RO:** Reverse and reduce the obligation
- **RS:** Reverse and Stop Future deductions
- **DN:** Do nothing
- **Default values: RO**
- **Federal Tax Id** (Not Updateable); Displays the federal Tax Id of the state affiliate
- **EFT Auto Cancel Participator** (Not Updateable; Valid Values: **Y** – Yes or **N** - No) enter the parameter value of '**Y**' or Yes if the state has opted to participate in the automatic cancellation of memberships after a specified number of returns.
- **EFT Automatic Reversal Option** (Not Updateable); Displays the parameter value selected by the state affiliate for the automatic processing of returns. The EFT reversal options are defined below.
 - **OPTA** – Extend Time for Deductions to Occur
 - **OPTB** – Add One-Time Additional Amount
 - **OPTC** – Increase Monthly Deduction Amount
 - **OPTD** – Reverse and End Deductions
 - **OPTE** – Reverse the Deduction Only
- **Dues Account** (Not Updateable) ; Displays the state affiliate's account number in which the EFT deductions taken from member's account will be deposited.
- **Send EFT Confirmation Email** (Updateable) ; Valid Values: **Y** – Yes or **N** - No) displays the parameter value selected by the state affiliate for the automatic Email confirmation when a member enrolls to pay dues through EFT.
- **EFT Maximum Sched Set Limit** (Not Updateable) ; Valid Values: **1 - 5**) displays the maximum number of EFT schedule sets a state affiliate can setup.
- **RCC**
 - **Division** (Not Updateable) displays the division number provided by Bank of America (BoA) after setting up a Recurring Credit Card (RCC) account.
 - **AID #** (Not Updateable) displays the Application ID provided by Bank of America (BoA) after setting up an RCC account.
 - **RCC Options** (Updateable; Valid Values: **STANDARD**, **SINGLE** or **BOTH**) enter the RCC payment option that a state affiliate has committed to. Setting this option would impact the member self enrollment site.
 - **Standard** is entered when the state is offering only the multiple RCC deduction option for RCC payers (based on the standard number of RCC deductions defined for the state affiliate).
 - **Single** is entered when the state is offering only a single RCC deduction option for RCC payers.
 - **Both** is entered when the state is offering both the multiple RCC deductions option and the single RCC deduction option for RCC payers.

- **RCC Automatic reversal Option** (Not Updateable); Displays the parameter value selected by the state affiliate for the automatic processing of returns. The EFT reversal options are defined below.
 - **OPTA** – Extend Time for Deductions to Occur
 - **OPTB** – Add One-Time Additional Amount
 - **OPTC** – Increase Monthly Deduction Amount
 - **OPTD** – Reverse and End Deductions
 - **OPTE** – Reverse the Deduction Only
- **Send RCC Confirmation Emails** (Updateable) ; Valid Values: **Y** – Yes or **N** - No) displays the parameter value selected by the state affiliate for the automatic Email confirmation when a member enrolls to pay dues through EFT.

CONTACTS TAB

On the second tab of **Configuration Parameters**, critical **Contacts** are maintained. These contacts are defined by the state affiliate for EFT and RCC correspondence. For example, this list includes contacts used in the printing of EFT Status Sheets. This contact category list will be enhanced to cover other categories in the future.

Configuration Parameters

State: INDIANA STATE TEACHERS ASSOCIATION

Parameters **Contacts**

Contact Category	Contact Name	Title	Phone	Email	Address1	Address2	City	State	Zip
EFT STATUS SHEET	N...								
E Dues	St...			efi...					

Contact Category: EFT STATUS SHEET SIGNATURE

Contact Name: N...

Title:

Phone:

Email:

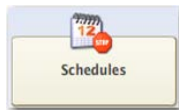
Address:

City/State/Zip:

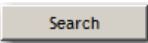

- **Contact Category** Valid Values: **EDues, Bank Statements, EFT Status Sheet Signature, Other or Items Returned**) select from the dropdown the type of contact being made.
 - **EDues** - contact person defined for EFT Status Sheets.
 - **Bank Statements** - contact person for all inquiries regarding Bank Statements.

- **EFT Status Sheet Signature** - contact person for the signature at the bottom of the EFT Status Sheets.
 - **Other** - to be defined.
 - **Item(s) Returned** - contact person for all inquiries regarding return items.
- **Contact Name** (Updateable) – enter the name of the individual responsible for the contact category.
 - **Title** (Updateable) – enter the title of the individual responsible for the contact category.
 - **Phone** (Updateable) – enter the phone of the individual responsible for the contact category.
 - **Email** (Updateable) – enter the email of the individual responsible for the contact category.
 - **Address** (Updateable) – enter the address of the individual responsible for the contact category.

SCHEDULES



Click the  button to access **Process Schedule (Deduction Schedule)**.

- **State:** The state affiliate associated with your user ID will display by default. For NEA users, select the state affiliate from the dropdown.
- **Membership Year:** Select the membership year (CY, PY, FY) from the dropdown.
- Click the  button to display the corresponding schedule information. Click the  button if you need to reset the selection values.

 A screenshot of a web application interface titled 'Process Schedule'. At the top, there are two dropdown menus: 'Owner Org:' with 'THE SOUTH CAROLINA EDUCATION ASSN' selected, and 'Membership Year:' with '13-14 [FY]' selected. To the right of these are 'Search' and 'Reset' buttons. Below this is a tabbed interface with three tabs: 'EFT Schedule' (selected), 'RCC Schedule', and 'Other Controls'. The 'EFT Schedule' tab displays a table with columns: 'Edit', 'Seq #', 'Schedule Name', 'Default', 'ID', and 'Delete'. The table contains four rows of schedule information. To the right of the table is a 'Dues Schedule' section with a 'Show Stat' button and a 'Save' button. Below this is a small table with columns: 'Close #', 'Close Date', 'Deduction Date', and 'Sta'.

Edit	Seq #	Schedule Name	Default	ID	Delete
	1	Schedule 1 - DEFAULT - Draw on 2nd	Y	12354	
	2	Schedule 2 - Biweekly Draw 15th, 30th	N	12355	
	3	Schedule 3 - Biweekly Draw 10th, 25th	N	12356	
	4	Schedule 4 - Draw on 20th	N	12357	

Close #	Close Date	Deduction Date	Sta
1	09/04/2013	09/06/2013	

- **Process Schedule** will allow you to review and update EFT and RCC Close schedules and Other Controls for your state affiliate. **State Affiliates maintain their own close schedules.**

EFT SCHEDULE TAB

On the first tab, **Schedules** displays the **EFT Schedules** for the state affiliate. A user must have Advanced EFT Maintenance in order to adjust EFT Deduction Schedules.

Process Schedule

Owner Org: THE SOUTH CAROLINA EDUCATION ASSN Membership Year: 13-14 [FY] Search Reset

EFT Schedule RCC Schedule Other Controls

Edit	Seq #	Schedule Name	Default	ID	Delete
	1	Schedule 1 - DEFAULT - Draw on 2nd	Y	12354	
	2	Schedule 2 - Biweekly Draw 15th, 30th	N	12355	
	3	Schedule 3 - Biweekly Draw 10th, 25th	N	12356	
	4	Schedule 4 - Draw on 20th	N	12357	

Manage Sch# Save New

Default Schedule:

Schedule Set Seq:

Schedule Name:

Schedule ID:

Dues Schedule Show Stat

Save Add Refresh

Close #	Close Date	Deduction Date	Standard Flag	
1	09/04/2013	09/06/2013	<input checked="" type="checkbox"/>	
2	09/08/2013	09/10/2013	<input checked="" type="checkbox"/>	
3	10/01/2013	10/03/2013	<input checked="" type="checkbox"/>	
4	10/31/2013	11/02/2013	<input checked="" type="checkbox"/>	
5	12/01/2013	12/03/2013	<input checked="" type="checkbox"/>	
6	12/21/2013	01/03/2014	<input checked="" type="checkbox"/>	
7	01/30/2014	02/04/2014	<input checked="" type="checkbox"/>	
8	02/28/2014	03/04/2014	<input checked="" type="checkbox"/>	
9	03/28/2014	04/02/2014	<input checked="" type="checkbox"/>	
10	04/27/2014	05/02/2014	<input checked="" type="checkbox"/>	
11	05/30/2014	06/04/2014	<input checked="" type="checkbox"/>	
12	06/27/2014	07/02/2014	<input checked="" type="checkbox"/>	

EFT Schedule Close Schedules can be reviewed and changes can be made to the **future schedule dates** from this screen. When a close or deduction has already occurred, the dates can not be modified or deleted. The EFT process schedule screen supports multiple schedule sets. The **Dues Schedule** grid is still present on the right-side of the screen on the **EFT Schedule** tab. On the left, the **Multiple Schedule** grid for the selected Owner Organization is displayed.

EFT Dues Schedules are copied from year to year during FYMPSET. **After FYMPSET, be sure to review and correct the schedule for the new year as needed.**

EFT SCHEDULE SET GRID

The "Schedule Set" grid contains the following column headers:

- **Edit** – Select to edit the schedule name, or dates associated with that payment schedule. (Users can also double-click on the schedule name to access the associated data.)
- **Seq #** – When a new schedule set is created, IMS auto-populates this field with the next available sequence number. Users have the option to override the sequence number to rearrange the sequence numbers.
- **Schedule Name** – The user determines the schedule name upon schedule creation.
- **Default** – Only one schedule may be designated the default schedule. A default schedule set has no rule associated with it. (No locals and membership types are assigned to this schedule set).



Only one schedule can be set as the default schedule. Once members have been assigned the schedule sets, do not change the default schedule set. Changing a default schedule will not cause the member's current deduction schedule to change automatically.

- **ID** – IMS created unique id for the schedule.
- **Delete** – Select to remove the schedule from the multiple schedule grid. The user is prevented from deleting the schedule set if the schedule set has been assigned to any member.



Users must double-click the desired schedule or click the 'Edit' icon in order to have it display on the Dues Schedule grid on the right.

EFT DUES SCHEDULE STAT GRID

The "Dues Schedule Stat" grid has the following changes:

- **Show Stat – (see Fig.1, highlighted in orange)** Displays the summary data by deduction date as illustrated below (Fig. 2). The summarized data does not appear in the initial release. Users will be notified once the data is available for viewing.
- **Excel icon –** Downloads the summarized deduction data in the excel format.

Close #	Close Date	Deduction Date	Trans #	Total Amt	Total Return Count	Total Return Amt	Total Refund Amt	Ack Recd
1	09/10/2013	09/16/2013		0.00	0.00	0.00	0.00	
2	09/27/2013	09/30/2013		0.00	0.00	0.00	0.00	
3	10/11/2013	10/15/2013		0.00	0.00	0.00	0.00	
4	10/25/2013	10/30/2013		0.00	0.00	0.00	0.00	
5	11/12/2013	11/15/2013		0.00	0.00	0.00	0.00	
6	11/25/2013	11/27/2013		0.00	0.00	0.00	0.00	
7	12/11/2013	12/17/2013		0.00	0.00	0.00	0.00	
8	12/21/2013	12/26/2013		0.00	0.00	0.00	0.00	
9	01/11/2014	01/17/2014		0.00	0.00	0.00	0.00	
10	01/27/2014	01/30/2014		0.00	0.00	0.00	0.00	
11	02/11/2014	02/17/2014		0.00	0.00	0.00	0.00	
12	02/25/2014	02/28/2014		0.00	0.00	0.00	0.00	
13	03/11/2014	03/17/2014		0.00	0.00	0.00	0.00	
14	03/25/2014	03/31/2014		0.00	0.00	0.00	0.00	
15	04/11/2014	04/15/2014		0.00	0.00	0.00	0.00	
16	04/25/2014	04/30/2014		0.00	0.00	0.00	0.00	

CREATING A NEW DEDUCTION SCHEDULE SET

Click "New" to create a deduction schedule set. The cursor moves to the "Schedule Set Seq" field and auto-populates the field with the next sequential number. In the example below, the number 5 is generated.



Users are allowed to create up to 5 deduction schedule sets for a state affiliate including the default.

Edit	Seq #	Schedule Name	Default	ID	Delete
	1	Schedule 1 - DEFAULT - Draw on 2nd	Y	12354	
	2	Schedule 2 - Biweekly Draw 15th, 30th	N	12355	
	3	Schedule 3 - Biweekly Draw 10th, 25th	N	12356	
	4	Schedule 4 - Draw on 20th	N	12357	

Default Schedule :
 Schedule Set Seq :
 Schedule Name :
 Schedule ID :

Dues Schedule Show Stat

Close #	Close Date	Deduction Date	Standard Flag	
---------	------------	----------------	---------------	--

Tab to move to the following field, **Schedule Name**, to create a name for the deduction. (Refer the screen above, highlighted field in blue.)

Select **Save** to save the deduction schedule set.

The created schedule set is added to the “Multiple schedule” set grid, highlighted below (Refer the screen below).

Edit	Seq #	Schedule Name	Default	ID	Delete
	1	Schedule 1 - DEFAULT - Draw on 2nd	Y	12354	
	2	Schedule 2 - Biweekly Draw 15th, 30th	N	12355	
	3	Schedule 3 - Biweekly Draw 10th, 25th	N	12356	
	4	Schedule 4 - Draw on 20th	N	12357	
	5	Schedule 5 - Draw on 25th	N	12358	

Default Schedule :
 Schedule Set Seq :
 Schedule Name :
 Schedule ID :



The “New” button is disabled once the number of schedule sets created reaches the limit set by the system.

ASSIGN LOCALS & MEMBER TYPES TO A DEDUCTION SCHEDULE

Every schedule set except the default must have one or more locals and optionally membership types assigned to it. A **Local -- Membership Type** combination can be assigned to only one schedule set.

Select a schedule set row and click “**Manage Sch#**” button, (highlighted below, refer the screen below) to assign one or more locals to a specific schedule set.

Edit	Seq #	Schedule Name	Default	ID	Delete
	1	Schedule 1 - DEFAULT - Draw on 2nd	Y	12354	
	2	Schedule 2 - Biweekly Draw 15th, 30th	N	12355	
	3	Schedule 3 - Biweekly Draw 10th, 25th	N	12356	
	4	Schedule 4 - Draw on 20th	N	12357	
	5	Schedule 5 - Draw on 25th	N	12358	

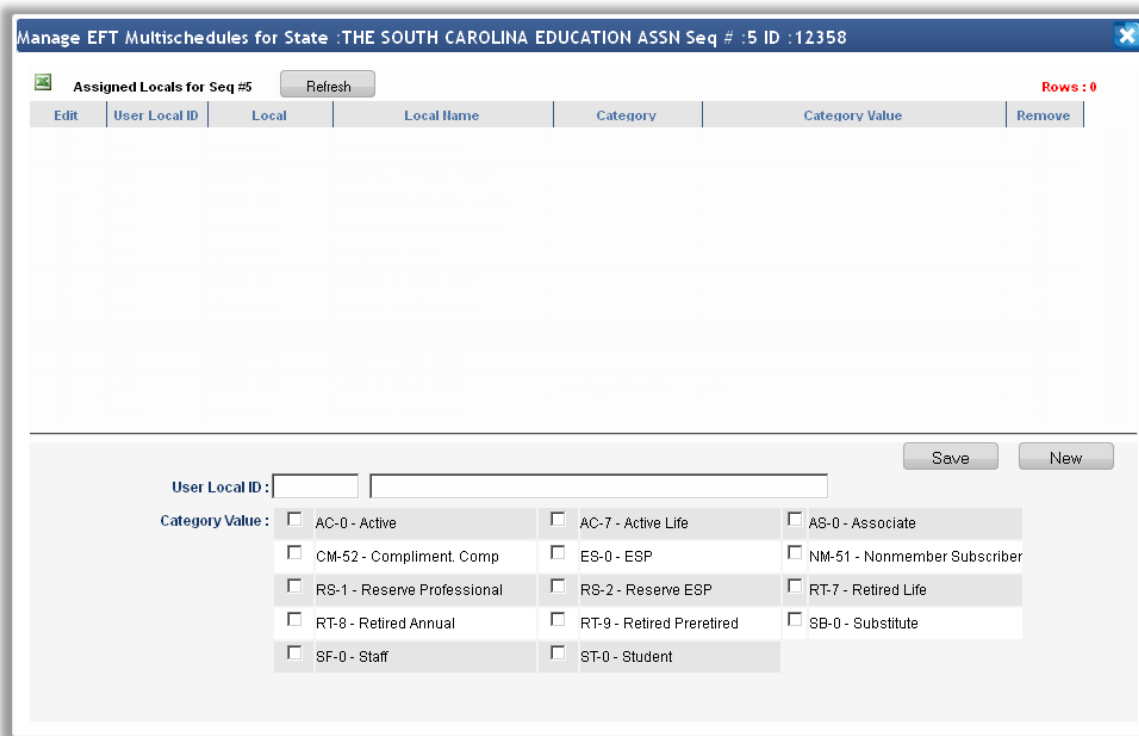
Default Schedule

Schedule Set Seq:

Schedule Name:

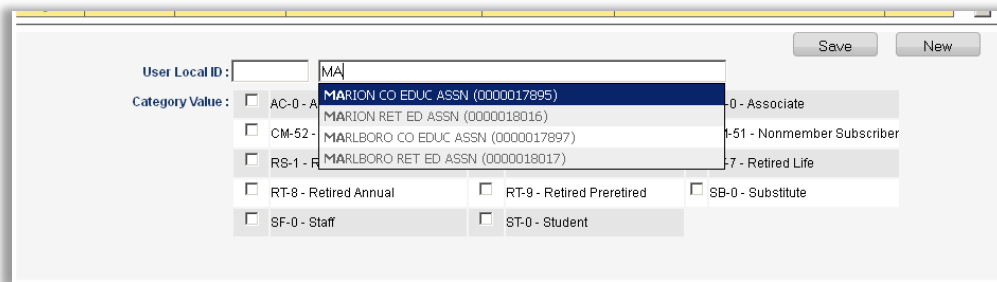
Schedule ID:

The **Manage EFT Multi-schedules for State**: screen opens -



To assign a local or local with membership types to the schedule set:

- Click the “New” button
- Enter the local user id in the first field or the first few characters of the Local Name in the adjacent field. A drop-down of the Locals with names starting with the characters entered is populated as illustrated below (*refer the screen below*).



- Optionally, select the one or more membership type(s)
- Click **Save**, to save the record. The assigned local is displayed in the grid.

To add additional locals, select **New** and repeat the previous steps.



- To have all members from a local follow a specific schedule set, select the local and do not select any membership types.
- To have all active professional and active ESPs from a local follow a specific schedule set, select the local and check the active professional and active ESP

membership types and save.

Manage EFT Multischedules for State : THE SOUTH CAROLINA EDUCATION ASSN Seq # : 5 ID : 12358

Assigned Locals for Seq #5 Refresh Rows : 15

Edit	User Local ID	Local	Local Name	Category	Category Value	Remove
	0054	0000017819	ANDERSON DIST 4 EA			
	0390	0000017862	EDGEFIELD CO EDUC ASSN			
	0510	0000017873	GREENWOOD CO EDUC ASSN			
	0630	0000017886	LANCASTER CO EDUC ASSN			
	0760	0000017899	NEWBERRY CO EA			
	0780	0000017901	OCONEE CO EDUC ASSN			
	0880	0000017912	SALLUDA CO EDUC ASSN			
	0920	0000017914	SPARTANBURG CO EDUC ASSN	CLASS_SUBCLASS	AC-0,ES-0	
	0980	0000017918	UNION CO EDUC ASSN			
	1010	0000017923	YORK CO EDUC ASSN	CLASS_SUBCLASS	AC-0	
	19050	0003774677	FLORENCE CO # 2 & 5			

User Local ID: 0920 SPARTANBURG CO EDUC ASSN (0000017914)

Category Value:

<input checked="" type="checkbox"/> AC-0 - Active	<input type="checkbox"/> AC-7 - Active Life	<input type="checkbox"/> AS-0 - Associate
<input type="checkbox"/> CM-52 - Compliment. Comp	<input checked="" type="checkbox"/> ES-0 - ESP	<input type="checkbox"/> NM-51 - Nonmember Subscriber
<input type="checkbox"/> RS-1 - Reserve Professional	<input type="checkbox"/> RS-2 - Reserve ESP	<input type="checkbox"/> RT-7 - Retired Life
<input type="checkbox"/> RT-8 - Retired Annual	<input type="checkbox"/> RT-9 - Retired Preretired	<input type="checkbox"/> SB-0 - Substitute
<input type="checkbox"/> SF-0 - Staff	<input type="checkbox"/> ST-0 - Student	

Save New

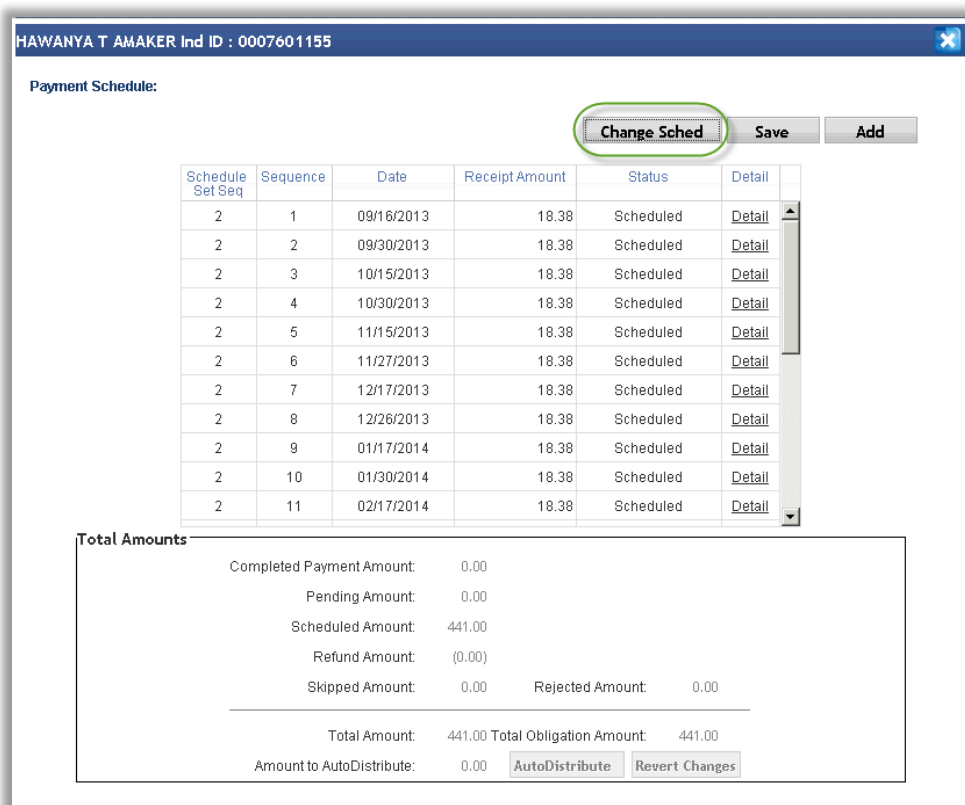
The *Manage EFT Multi-schedules grid* contains the following column headers:

- **Edit:** Select to make changes to the assigned local.
- **User Local ID:** The local's user identification number.
- **Local:** The local affiliate ID number as assigned in IMS .
- **Local Name:** Local affiliate's name.
- **Category:** This is a display-only attribute. [The initial release limits the category to SEA Level Class-Sub Class.](#)
- **Category Value:** Reflects the selected member types (-Class-Sub Class) associated with the schedule.
- **Remove:** Clicking this icon deletes the associated local from the grid. Note to remove one or more selected membership type (Class-Sub Class), uncheck the check box from the "Category Value" section and save the record.



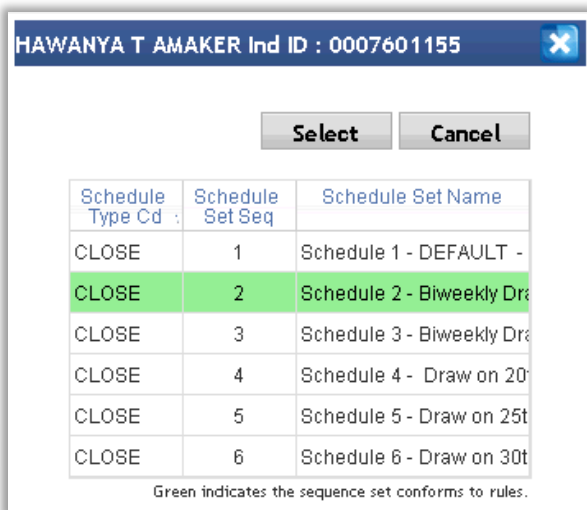
Removing a local or altering the membership Type assignment will not cause the member's current deduction schedule to change automatically.

A new column has been added to the grid to display the Schedule Set Sequence Number. The Schedule Set Name is displayed when the mouse pointer hovers over the “Schedule Set Seq” number. “**Change Sched**” button has been added to the same screen.



To over-ride the schedule assigned by the system:

- Click the “**Change Sched**” button to display the Change Schedule pop-up as illustrated below. The pop-up displays all the schedules set for the state affiliate. The user may select any schedule. The selected schedule will now be displayed for the remaining deductions. Click Save on the Payment Schedule screen to change the schedule.



EFT SCHEDULING GUIDELINES

- When setting up EFT Close Date and Deduction Date schedules, we recommend that a **3 day buffer is maintained between dates.**
- Make sure that the Close Dates and Deduction Dates **do not fall on a weekend or holiday.**
 - If the Close or Deduction Dates fall on a weekend or holiday, the close or deduction action will not happen until the following day.

RCC SCHEDULE TAB

On the second tab, **Schedules** displays the **RCC Schedule** for the state affiliate. RCC Close Schedules can be reviewed and changes can be made to the future schedule dates from this screen.


NOTE: The instructions for changing RCC Close Schedule Dates are the same as the instructions for changing EFT Close Schedule Dates.

Close #	Close Date	Deduction Date	Standard Flag	
1	09/10/2012	09/10/2012	<input type="checkbox"/>	
2	10/08/2012	10/10/2012	<input type="checkbox"/>	
3	11/08/2012	11/13/2012	<input type="checkbox"/>	
4	12/06/2012	12/10/2012	<input type="checkbox"/>	
5	01/08/2013	01/10/2013	<input type="checkbox"/>	
6	02/07/2013	02/11/2013	<input type="checkbox"/>	
7	03/07/2013	03/11/2013	<input type="checkbox"/>	
8	04/08/2013	04/10/2013	<input type="checkbox"/>	
9	05/08/2013	05/10/2013	<input type="checkbox"/>	
10	06/06/2013	06/10/2013	<input type="checkbox"/>	
11	07/08/2013	07/10/2013	<input type="checkbox"/>	







RCC Schedule Close Schedules can be reviewed and changes can be made to the **future schedule dates** from this screen. When a close or deduction has already occurred, the dates can not be modified.

RCC Dues Schedules are copied from year to year during FYMPSET. **After FYMP, be sure to review and correct the schedule for the new year as needed.**

RCC PROCESS SCHEDULE FIELDS

- **Close #** is the sequence number assigned for each close date. This field is system generated.
- **Close Date** is the date the Close Schedule is run at NEA to calculate deduction amounts and create the electronic file that will be sent to BoA containing account information and deduction amounts.
- **Deduction Date** is the date the actual deduction is charged to the member's account by BoA. **NOTE:** At times, the charge date showing on a member's account statement may be one day later than the scheduled deduction date.
- **Standard Flag** is used to determine the standard number of deductions for a state affiliate. A checked Standard Flag signifies a standard deduction.
-  is the trashcan icon for deleting a Close Date.

RCC SCHEDULING FUNCTIONS

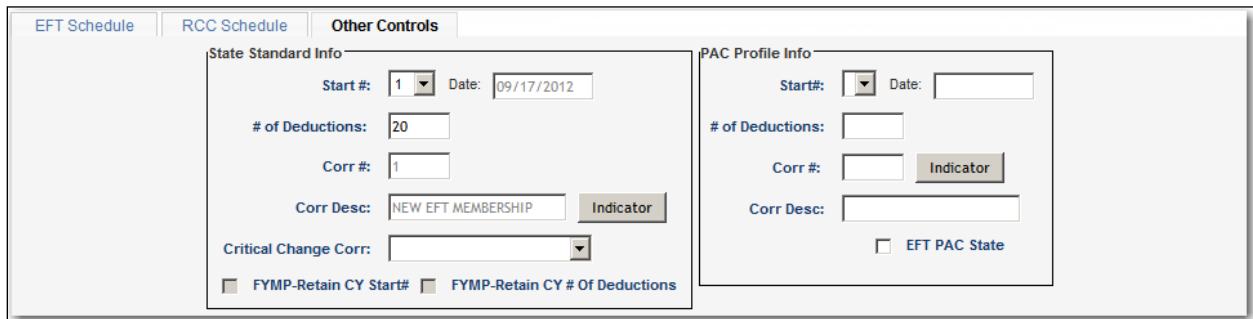
- **To add a new RCC Close or Deduction Date**, click the  button. A new row with a new sequence number will be opened at the bottom of the schedule grid. Enter the new Close Date and Deduction Date. Click the  button to save the update or click the  button to backout screen changes.
- **To change an RCC Close or Deduction Date**, click in the date field and enter a new valid date. Click the  button to save the update or click the  button to backout screen changes.
- **To delete an Close Schedule**, click the  icon. Clicking this icon will remove the Close Date row. The sequence # is not reassigned.

RCC SCHEDULING GUIDELINES

- When setting up RCC Close Date and Deduction Date schedules, we recommend that a **3 day buffer is maintained between dates**.
- Make sure that the Close Dates and Deduction Dates **do not fall on a weekend or holiday**.
 - If the Close or Deduction Dates fall on a weekend or holiday, the close or deduction action will not happen until the following day.

OTHER CONTROLS

On the third tab, **Schedules** displays **Other Controls** or EFT processing controls for the state affiliate. The information found on the Other Controls tab relates to setting up State Standard information for determining the default for deduction start close #/dates and number of monthly deductions.



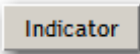
STATE STANDARD INFORMATION

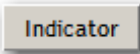
The State Standard Info reflects the standard EFT information used in processing EFT deductions.

STATE STANDARD INFORMATION FIELDS

- **Start #** is the number that determines which month the member will start deductions. September = 1, October = 2, November = 3, etc. This number is critical during FYMP as it creates the future year deduction profiles with this information and will determine what month the member will start deductions.
- **Date** is the date that the state affiliate begins EFT deductions each membership year. This start date coincides to the Start # on the EFT Process Schedule.

- **# of Deductions** is the standard number of EFT deductions defined for the state using the check marks defined for the **Standard Flag**.
- **Corr #** is the indicator that is created by the user and used to select EFT Deduction Profiles to produce an extract and mail merge letters. This indicator will be included in the Individual's Deduction Profile during FYMP.
 - For example, a user may create a "Welcome to EFT" indicator. The system will assign a number to this indicator and update all future year deduction profiles with this indicator during FYMP. This will allow the user to later run the EFT Correspondence Extract and select all EFT members who have a "1" in their future year deduction profile. The extract data can be used to create mail merge letters.


 A rectangular button with a light gray background and a dark gray border. The word "Indicator" is written in a dark gray, sans-serif font in the center of the button.


- The  button is clicked to view and update the Correspondence Indicators page. This page is used to create correspondence indicators.
- **Corr Desc** is the description of the correspondence indicator that is created above.
- **Critical Change Corr** reflects the correspondence indicator for critical change processing. A critical change is a membership type change, local change or chapter change. The state affiliate may want to create a critical change indicator so that they can later select it in an individual's Deduction Profile. The state can then run the EFT Correspondence Extract and select all members with a 'Critical Change Indicator' in their deduction profile. The extract data from the Correspondence Extract can then be used to create mail merge letters.
- **FYMP-Retain CY Start #** reflects the indicator used in determining whether to copy forward the same EFT Deduction Start Number for each member into the new membership year.
- **FYMP-Retain CY # of Deductions** reflects the indicator used in determining whether to copy forward the same Number of EFT Deductions for each member into the new membership year.

PAC PROFILE INFORMATION

The PAC Profile Info will be removed. It was used in EFT PAC only processing which is no longer available in the 2013 membership year.

BANK PROFILE



Click the  button to access **Bank Profile**.

The **Bank Profile** contains all of the bank information required for EFT Deductions and Reversals. This includes the Bank Transit Number, Bank Name and Transit Medium.

Bank Profile will allow you to review and manage Bank names and the bank routing or transit numbers. The list of Bank Profiles is periodically updated by NEA with information obtained from the Federal Reserve. Because of this, the manual addition of banks will be required infrequently.

eDues > Bank Profile Search > Hot News Feedback MEMDKLF (QA) 5.5.1.051612

Bank Profile Search

Bank Transit#: Bank Name: Transit Medium:

BANK PROFILE SEARCH

After clicking the **Bank Profile** button, the Bank Profile Search will be presented allowing you to search by Bank Transit #, Bank Name (partial or full name search) and Transit Medium. Enter one or more items of search criteria and click the button.

Bank Profile Search

Bank Transit#: Bank Name: Transit Medium:

Bank Transit #	Bank Name	Transit Medium	Begin Date	End Date	Contact Name
314978103	CAP CREDIT UNION	BOTH	05/19/1998		
081222658	CAPAHA BANK, SB	BOTH	07/10/2011		
211370862	CAPE ANN SAVINGS BANK	BOTH	07/10/2011		
081503199	CAPE CO BANK	BOTH	05/19/1998		
211371641	CAPE COD CO-OP BANK	BOTH	07/10/2011		
211371078	CAPE COD FIVE CENTS SVG BK	BOTH	07/10/2011		
081510069	CAPE MERC BANK AND TRUST CO	BOTH	05/19/1998		
281580501	CAPE REGIONAL CREDIT UNION	BOTH	07/10/2011		
031207843	CAPE SAVINGS BANK	BOTH	07/10/2011		
231270654	CAPE SAVINGS BANK	BOTH	07/10/2011		

Records from 1 to 10 Page 1 10 rows per page

The search results list will be presented in grid format showing the **Bank Transit #, Bank Name, Transit Medium, Begin Date, End Date** and **Contact Name**. Click the **Bank Transit #** link to view and manage information for the bank selected.

Bank Profile

* Bank Transit#: Alternate Bank Transit#:

* Bank Name: Bank Contact:

Begin Date: Telephone #:

Transit Medium:

End Date:

Special Account Number Format

Notes:

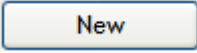








** denotes Required fields*

After clicking the **Bank Transit #** link, the **Bank Profile** page will be displayed for review and adjustment, if needed.

BANK PROFILE FIELDS

- **Bank Transit #** is the unique number assigned to each bank. It is a numerical value and must be 9 digits long. This field is non-editable.
- **Bank Name** is the name of the bank on the profile.
- **Begin Date** is the date when the bank profile was created. The date can be keyed or selected from the calendar icon.
- **Transit Medium** is the type of transit medium the bank offers. The options are:
 - **Paper**
 - **Both Paper and Electronic**
- **End Date** is the date a bank profile was ended. Entering an end date ends the bank profile. The date can be keyed or selected from the calendar icon.
- **Alternate Bank Transit #** is where the alternate bank transit # for a bank is recorded. This is typically used in paper trails. It has the same validation requirements as that for the Bank Transit #.
- **Bank Contact** is the individual name of the contact at the bank.
- **Telephone #** is the bank contact's phone number. This field is 10 digits long.
- **Notes** are used to record additional information regarding the bank profile.

BANK PROFILE FUNCTIONS

- **To add a new Bank Profile**, click the  button to open a blank Bank Profile. Required fields are marked with a red * asterisk. Populate the fields and click the  to save the new bank information or click the  to cancel the add.
- **To change a Bank Profile**, click the **Bank Transit #** link to display the bank profile. Update the information for the bank and click the  to save the changed bank information or click the  to cancel the change.
- **To end a Bank Profile**, enter or select the End Date and click the  to end the bank profile or click the  to cancel the update.
- **To reactivate a Bank Profile**, click the **Bank Transit #** link to display the bank profile. Remove the End Date for the bank and click the  to save the change or click the  to cancel the change.

PROFILES

The **Profiles** section displays functionality including **Individual Payment Search**, **Account Profile**, **Payment Profile** and **Transaction History**.

NOTE: Access to **Account Profile**, **Payment Profile** and **Transaction History** can also be achieved from the main **Individual Profile** page for a member.

Account Profile: [▶ Account Profile](#)

Payment Profile: [▶ Indiv Payment Profile](#)

Transaction History: [History](#) link under [▶ Account Profile](#)

Search and display the member's record and click on the associated Individual Payment links.

INDIVIDUAL PAYMENT SEARCH

Individual Search

State Affiliate:	ARIZONA EDUCATION ASSOCIATION	Ind. ID:	SSN #:	Alt Id:
UniServ:	All	First Name:	Middle Name:	Last Name:
Local:	AMPHITHEATER EA	Pay Method:	EFT (EFT)	Trans Id:

Ind Id	First Name	Middle Name	Last Name	emailId	Address	Profile	Profile	History		
08	THE	A	J	B	4	Account	Payment	Transaction		
08	AR	Z	B	5	Account	Payment	Transaction			
10	MA	J	C	EZ	3	11545	Account	Payment	Transaction	
12	TEF	L	C	m	1	18	Account	Payment	Transaction	
10	CY	A	M	D	6	Account	Payment	Transaction		
10	JOH	M	F	1	18	Account	Payment	Transaction		
16	DIA	L	G	8	Account	Payment	Transaction			
13	SH	I	S	G	Z	A	7043835	Account	Payment	Transaction
19	BE	J	S	cor	2	373751	Account	Payment	Transaction	
19	MEI	A	S	H	id.	5	62	Account	Payment	Transaction
15	JAY	C	H	cor	4	506527	Account	Payment	Transaction	
16	JOH	B	K	2	AZ, 8574	Account	Payment	Transaction		

Displaying 1 to 12 of 206
 Rows per page:

- **Individual Payments Search** will allow you to search for a single individual or multiple individuals to view Profile information.
 - Enter Organization information to get a list of individuals.
 - Or enter Individual IDs or Name to search for a specific individual.
 - Or enter a combination of the two. Pay Method can also be used to further filter the search.
 - Or enter the Trans ID to search. Trans ID (called Individual ID by BoA) can be found on the return items faxed to your state affiliate from BoA.
- **NOTE:** The EFT Deduction **Trans ID** field is a unique ID assigned by EFT transaction. This ID is called **Individual ID** by **Bank of America (BoA)** and appears on the **Returned Items Report** sent to each state affiliate using the EFT pay method. The **Trans ID** will allow users to easily query for members when reconciling accounts.

- The search results grid displays the **Individual ID, First Name, Middle Name, Last Name, Email Address, Primary Address, [Payment Profile](#)** link and **[Account Profile](#)** link.

Account Profile



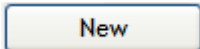




- From the Individual Search result list, click the **[Account](#)** link to access the **Account Profile** for the individual.
- NOTE: The Individual Name and Individual ID is displayed at the top of the page.

- Account Profile** will allow you to view and manage the Account Profile for the selected individual. Account Profile includes information for RCC (Credit Card) and EFT payment processing.
 - If an Account Profile exists, the existing profile will be displayed. Or a new Account Profile can be created by clicking on New.
 - Only EFT Profiles can be newly created on this screen.
 - RCC profiles can only be viewed from this screen.

ACCOUNT PROFILE FIELDS

- The Account Profile maintains member bank account information including:
 - Pay Method** is the method of payment assigned to this Account Profile.
 - Routing #** is the routing # for this Account Profile
 - Account #** is the member's account number.
 - Begin Date** is the start date for the Account Profile.
 - End Reason** is the reason an account was ended if applicable.
 - Account Name** is the name of the account given when it was created. This name appears in the "Available Accounts" list box in the left side of the screen.
 - Bank Name** is the name of the member's bank.
 - Account Type** is the account type such as Checking or Savings.
 - End Date** is the date the account was ended if the account is no longer active.
 - Created Source** is references how the account was created.

ACCOUNT PROFILE FUNCTIONS

- **To add a new Account Profile**, click the  button to open a blank Account Profile. All fields are required fields except the End Date/Reason. Populate the fields and click the  button to save the new bank information.
- **To change an Account Profile**, select the profile from **Available Accounts** list to display the profile. Update information for the account and click the  button to save the changed information.
- **To end an Account Profile**, enter the End Date and End Reason and click the  button to end the profile.
- **To reactivate an Account Profile**, select the profile from **Available Accounts** to display the profile. Remove the End Date and End Reason for the account and the  button to save the change.

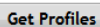



PAYMENT PROFILE

- From the Individual Search result list, click the **Payment** link to access the **Payment Profile** for the individual.
- NOTE: The Individual Name and Individual ID is displayed at the top of the page.



Ind ID : 00 48

Individual Payment Profile

State: ARIZONA EDUCATION ASSOCIATION Year: 11-12 [CY]    

Available Profiles

EFT-0000

Membership: [dropdown] Year: 2012 Pay Method: EFT

Profile Name: EFT-0000

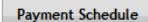
Start Date: [dropdown]

End Date: [dropdown]

End Reason: [dropdown]

Funds:

Fund Type	Fund Name	Amount
NEA	NEA Dues	2,000.00
LEA	LEA Dues	1,000.00
SEA	AEA Dues	1,000.00



Amount:

Total Due: 2,000.00 Total YTD Collected: 2,000.00 Refund: [input]

Rejected: [input] Remaining: 0.00

Scheduling:

of Deductions: 20 Completed # of Deductions: 9

Remaining # of Deductions: 11 No of Returns/Rejects: 0

No of Consecutive Returns/Rejects: 0

Status Sheet:

Status Sheet Indicator: Last Run Date: [input]

- **Payment Profile** allows you to review and manage the Payment Profiles for the selected individual. The profile is divided into a profile overview which displays the associated membership and funds for the profile, an Amount section, Scheduling section and a Status Sheet section. The Payment Schedule for the individual can be viewed and updated by clicking on the Payment Schedule button.
 - The Payment Profile is where we maintain outstanding balances to be collected, frequency of payments and payment schedules.
 - Deactivation of a payment profile is performed here when future deductions must be terminated. Payment Profile includes information for RCC (Credit Card) and EFT payment processing.
 - **Individual Payment Profile cannot be created for EFT or RCC as these profiles are created automatically by the system.** The **Individual Payment Profile** is created automatically when a membership is processed with an EFT or RCC payment method. The Individual Payment Profile is maintained by membership year.

PAYMENT PROFILE FIELDS

Available Payment Profiles will appear under **Available Profiles**. Once a profile is highlighted, the associated payment information is displayed including:

- **Membership** displays the associated membership for the profile.
- **Membership Year** displays the membership year.
- **Pay Method** displays the associate payment method for the profile.
- **Profile Name** displays the name of the profile selected.
- **Start Date** displays the start date for the profile.
- **End Date/End Reason** will display the end date and reason for ended profiles.
- **Funds** displays the funds and obligation amounts that make up the amount due for this profile.

AMOUNT

- **Total Due** displays the total amount due for the profile.
- **Total YTD Collected** displays the total obligation amount collected to date.
- **Refund** displays the total amount for any refunds processed to date.
- **Rejected** displays the total amount rejected or failed in collection to date.
- **Remaining** displays the remaining total amount to date.

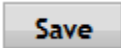
SCHEDULING

- **# of Deductions** displays the number of deductions or payments scheduled for this member.
- **Completed # of Deductions** displays the number of deductions completed to date.
- **Remaining # of Deductions** displays the number of deductions remaining to date.
- **No of Returns/Rejects** displays the number of deductions that were returned for rejected to date.
- **No of Consecutive Returns/Rejects** displays the number of the returns that were consecutive to date.


STATUS SHEETS

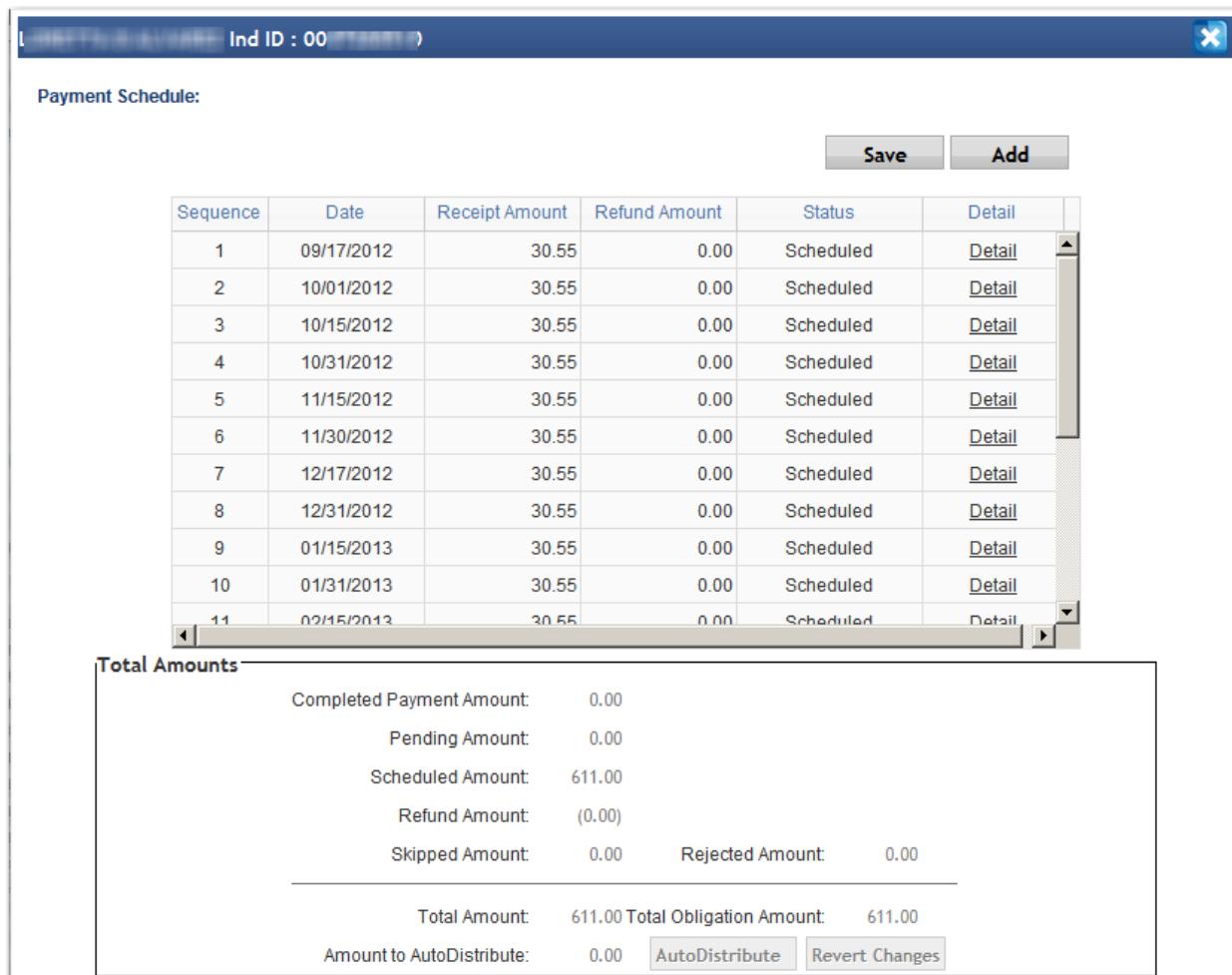
- **Status Sheet Indicator** allows you to indicate that a status sheet should be produced by clicking in the box.
- **Last Run Date** captures the last date a status sheet was produced for this member.

PAYMENT PROFILE FUNCTIONS



- New payment profiles **should only be added or created for Check and Cash paying members.** EFT and RCC payment profiles will be created automatically. EFT profiles are created immediately. RCC profiles are created over night. Refer to the [Check Installment section](#) of this user guide for instructions on adding a new profile.
- **To end a Payment Profile**, enter the End Date/End Reason and click the  button.

PAYMENT SCHEDULE

- Click the  button to view and update the payment schedule for this account and member. From the Payment Schedule page, you view and update the payment schedule.


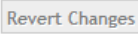


Payment Schedule:

Sequence	Date	Receipt Amount	Refund Amount	Status	Detail
1	09/17/2012	30.55	0.00	Scheduled	Detail
2	10/01/2012	30.55	0.00	Scheduled	Detail
3	10/15/2012	30.55	0.00	Scheduled	Detail
4	10/31/2012	30.55	0.00	Scheduled	Detail
5	11/15/2012	30.55	0.00	Scheduled	Detail
6	11/30/2012	30.55	0.00	Scheduled	Detail
7	12/17/2012	30.55	0.00	Scheduled	Detail
8	12/31/2012	30.55	0.00	Scheduled	Detail
9	01/15/2013	30.55	0.00	Scheduled	Detail
10	01/31/2013	30.55	0.00	Scheduled	Detail
11	02/15/2013	30.55	0.00	Scheduled	Detail

Total Amounts

Completed Payment Amount:	0.00		
Pending Amount:	0.00		
Scheduled Amount:	611.00		
Refund Amount:	(0.00)		
Skipped Amount:	0.00	Rejected Amount:	0.00
Total Amount:		Total Obligation Amount:	611.00
Amount to AutoDistribute:	0.00		

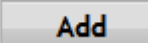
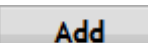
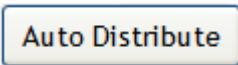
The **Payment Schedule** popup will be displayed.

PAYMENT SCHEDULE FIELDS

- **Sequence** displays the sequence # for the payment date.
- **Date** displays the payment date. Schedule Dates cannot be modified.
- **Receipt Amount** displays the payment amount for that date.
- **Refund Amount** displays the refund amount if a refund was issued for the payment.
- **Status:**
 - All future payment schedule dates will be in **Scheduled** status.
 - If the Close has occurred for a scheduled EFT payment, the status will change to **Completed** indicating that we have received the payment.
 - If the close has occurred for a scheduled RCC payment, the status will be changed to **Pending**. Once the IMS system receives the remittance file from the bank, the status of all the transactions with **Pending** status will be changed to **Completed**.
 - If the scheduled payment was unsuccessful, the status will be changed from **Completed** to **Rejected**.
 - User may change the status from **Scheduled** to **Skip**, if the member wishes to skip that schedule.

PAYMENT SCHEDULE FUNCTIONS

From this screen, you can **add a new payment schedule date** to the end of the schedule.

- Click the  button to schedule a new **Date** for payment.
- The **Sequence** number will default to the last sequence # plus 1 and continue to increment by one for each new date.
- The **Date** will default to current date but can be changed to another valid date based on the member's preference. The system will add one month to each new schedule date row unless defined differently by the user. Note: Clicking the Add button will bring the next available state standard deduction schedule if the payment type is either EFT or RCC and the date cannot be overridden.
- Enter the **Receipt Amount** to be paid in this installment sequence or leave blank and use the **Auto Distribute** feature to populate the field.
- The **Status** will default to '**Scheduled**'.
- Continue to click the  button to schedule as needed. The receipts if entered manually should add up under **Scheduled Amount** to match the total obligation maintained for the payment method.
- To use the **Auto Distribute** feature:
 - After entering all Schedule Dates, click the  button to distribute the total obligation by payment method equally across the schedule dates.

- Click the **Save** button to save the change or click the **Revert Changes** button to clear the screen updates.

Sequence	Date	Receipt Amount	Refund Amount	Status	Detail
1	09/17/2012	30.55	0.00	Scheduled	Detail

Modifications to receipt amounts can be made after Auto Distributing the obligation across Schedule Dates by manually clicking in the **Receipt Amount** field and changing the amount.

- Review the payment schedule. Click the **Save** button to save the Payment Schedule or click the **Revert Changes** button to clear the screen updates.
- Modifications can also be made to the Payment Schedule after saving by manually clicking in the fields and changing the value.
- When saving, if the scheduled payment amount is more than the total obligation amount, an error message will be presented and the schedule must be adjusted.
- When saving, if the scheduled payment amount is less than the total obligation amount, a warning message will appear and the schedule will be saved.
- If the save is successful, a successful update message will be displayed.

Sequence	Date	Receipt Amount	Refund Amount	Status	Detail
1	09/17/2012	0.00	0.00	Skipped	Detail

CUSTOMIZE PAYMENT SCHEDULE

You can **customize a payment schedule by skipping one or more standard deductions**.

- To skip a deduction, click in the **Status** field and **change the Scheduled to Skipped** using the dropdown for selection.
- Then click the **Auto Distribute** button to distribute the total obligation across all remaining schedule dates.
- Click the **Save** button to save the change or click the **Revert Changes** button to clear the screen updates.

Ind ID : 00	
Payment Schedule Detail for Payment Date - 09/17/2012	
Fund Name	Amount
NEA Dues	9.00
AEA Dues	17.05
LEA Dues	4.50
	30.55

[Detail](#)

You can review the detail breakdown for a scheduled payment by clicking the [Detail](#) link. The **Payment Schedule Detail for Payment Date** popup will be displayed showing the payment will be distributed across these funds.

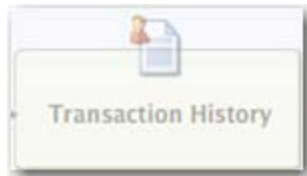
Total Amounts			
Completed Payment Amount:	0.00		
Pending Amount:	0.00		
Scheduled Amount:	611.00		
Refund Amount:	(0.00)		
Skipped Amount:	0.00	Rejected Amount:	0.00
Total Amount:		Total Obligation Amount:	611.00
Amount to AutoDistribute:	0.00	AutoDistribute	Revert Changes

A **Total Amounts** section is displayed under the **Payment Schedule**. This section shows the following information:

- **Completed Payment Amount** is the total payment amount that was completed successfully and is in **Completed** status.
- **Pending Amount** is the total payment amounts reflected in **Pending status**.
- **Scheduled Amount** is the total payment amount reflected in **Scheduled** status.
- **Refund Amount** is the total payment amount that has been recorded as **refunded**.
- **Skipped Amount** is the total payment amount reflected in **Skipped** status.
- **Rejected Amount** is the total payment amount reflected in **Rejected** status.
- **Total Amount** is the total Completed, Pending and Scheduled amounts minus the Refunded, Rejected and Skipped amounts.
- **Total Obligation Amount** is the total obligation amount reflected on the membership.
- **Amount to AutoDistribute** reflects the **membership obligation minus the Completed, Scheduled and Refunded obligation**. This outstanding obligation should be auto distributed across the remaining schedule dates.

- Click the **Auto Distribute** button to distribute the unscheduled amount (i.e. Amount to AutoDistribute) equally across the schedule dates.
- Click the **Save** button to save the change or click the **Revert Changes** button to clear the screen updates.

TRANSACTION HISTORY



- From the Individual Search result list, click the **Transaction** link to access the **Transaction or Deduction History** for the individual.

The screenshot shows a window titled "Deduction History" for a member with ID "00000000000000000000". The window includes a dropdown menu for "Membership Year" set to "11-12 [CY]", a checkbox for "Show Rejected", and a "Get History" button. Below these controls is a table with the following data:

Receipt Date	Receipt Type	Ded #	Trans Type	Trans Id	Amount	Status	Comments	Reject Reason Code
09/12/2011	RCC	1		34811		Success		
05/17/2012	RCC	1		60638		Success	test	
10/11/2011	RCC	2		34812		Success		
11/10/2011	RCC	3		34813		Success		
12/12/2011	RCC	4		34814		Success		
01/10/2012	RCC	5		34815		Success		
03/12/2012	RCC	7		34817		Success		

- **Transaction History** allows you to view all transaction history for a member. This screen has changed to include new information:
 - **Select Membership Year** from the dropdown or keep the CY default. Click the **Get History** button.
 - Checking the **"Show Rejected"** check box will display the failed transaction along with the successful transactions.

TRANSACTION HISTORY FIELDS

- **Receipt Date** – Date of Payment Transaction
- **Receipt Type** – Type of Payment (RCC, EFT, Check, etc.)

- **Ded #** - Scheduled deduction number for payment transaction
- **Transaction Type** – Type of Transaction (Refund, Payment, Reversal, Failed Payment)
- **Trans ID** – Transaction ID
- **Amount** - Transaction Amount
- **Status** – Transaction Status (Success, Failed)
- **Comments** – Comments associated with transaction
- **Reject Reason Code, Reject Reason, Reject Date** – Rejected Reason Code, Reason Description and Date if the Transaction failed
- **Memb ID** – Membership ID for associated membership
- **Ref #** - Reference number for transaction
- **Account #** - Account number for transaction
- **Routing #** - Routing number for transaction
- **Confirmation #** - Confirmation number for transaction received from BoA
- **FRS Batch Number** – Batch number associated with transaction
- **FRS Status** – Status for FRS batch associated with transaction (Completed, In Progress)
- **Audit information**

PROCESSING INFORMATION

No EFT or RCC deductions will be processed for a membership unless there is an effective Deduction Profile and Account Profile.

AUTOMATED PROCESSING OF RETURNS BY NEA

NEA now processes returns automatically rather than having the state affiliate manually process reversals in IMS. Contact your MMS state support contact for setting up or modifying these parameter options. These parameters are available for review from the eDues landing page by clicking on the Configuration button icon.

AUTOMATED RETURNS PROCESSING OPTIONS

There are 4 parameter options provided for how returns will be handled. They are:

1. Reverse the deduction and spread the dues among the remaining deductions. **This is the default for handling automated returns if a reversal type is not specified.**
2. Reverse the deduction and add a deduction to the end. If no more deductions are available, spread the amount among the remaining.
3. Reverse the deduction and add the additional amount for the next deduction.
4. Reverse the deduction and do nothing more.

AUTOMATED RETURNS PROCESSING – CANCEL MEMBERSHIP

There is also a parameter option to cancel the membership automatically when a return is received. Setting this parameter will allow the automated returns process to cancel memberships. How and when the memberships will be cancelled is based on 2 additional parameters.

NUMBER OF RETURNS TO TRIGGER CANCELLATION

If the state affiliate has opted to have memberships automatically cancelled after a return, the state can specify the number of returns that will trigger a membership cancellation. **The default is 1 return.** However, a state can select another number. **NOTE:** Setting a high number will have the following effect. The state affiliate will incur \$2.50 for every return and the member's bank will charge the member anywhere from \$20 to \$60 for every failure.

CONSECUTIVE OR NON CONSECUTIVE RETURNS TO TRIGGER CANCELLATION

If the state affiliate has opted to have memberships automatically cancelled after a return, the state can specify whether the number of returns that trigger the membership cancel must be consecutive or can be non-consecutive returns.

INDIVIDUAL PAYMENT PROFILES

The **Individual Payment Profile** is created automatically when a membership is processed with an EFT or RCC payment method. The Individual Payment Profile is maintained by membership year.

In order to start payments or deductions, **the Payment Profile and Account Profile should be reviewed.**

ADDING AN EFT PAC FUND

This section details instructions for entering a PAC fund with the pay method of EFT when the state is not already using EFT for dues collection.

Important Note: If you have not used EFT before, make sure the EFT Standard Schedule (eDues > Processing Control) for your State Affiliate is setup before adding EFT members. For more information, refer to the **Schedules** section under **State Affiliate Setup** in this user guide.

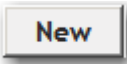
The screenshot shows the 'Individual Profile' page for FRANK ADAMS (Ind ID: 0005982287). The 'Account Profile' section is highlighted, and the 'New' button is circled in red. The form fields are as follows:

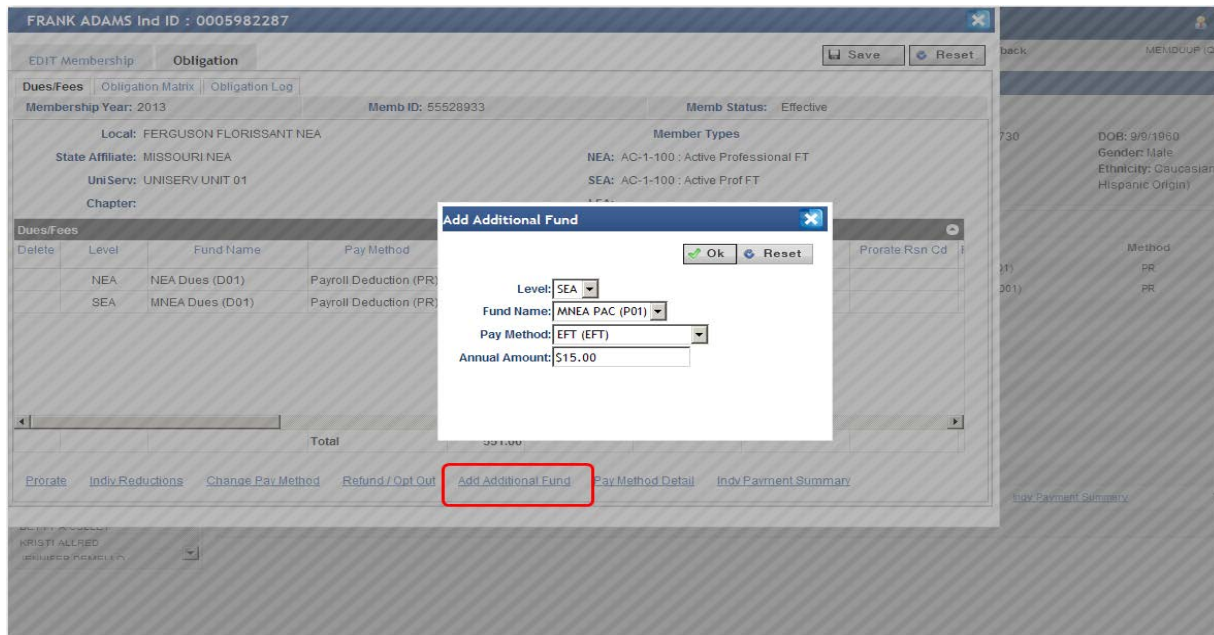
- State: MISSOURI NEA
- Pay Method: EFT
- Routing #: [Empty]
- Account #: [Empty]
- Begin Date: 10/03/2012
- End Reason: [Empty]
- Account Name: [Empty]
- Bank Name: [Empty]
- Account Type: Checking
- End Date: [Empty]
- Created Source: [Empty]

The 'Available Accounts' section is empty. The 'History' section shows a table with columns for Method and Amount:

Method	Amount
PRF	150.00
PH	371.00
EFT	15.00
Total: 536.00	

- From the **Individual Profile** page, click the **Account Profile** link. Create an **EFT Account Profile** by

clicking the  button and entering the required information. For more information adding an account profile, refer to the **Account Profile** section under **Profiles** in this user guide.



- From the **Individual Profile** page, click the **Obligation** link to add a PAC fund with the pay method of EFT.
 - Adding a PAC fund with the pay method of EFT will automatically create an EFT **Individual Payment Profile** and **Payment Schedule** for the individual based on the state's standard EFT Schedule. For more information, refer to the **Payment Profile** section under **Profiles** in this user guide.
 - You can adjust the individual's **Payment Schedule** based on the individual or member's preference. The member does not have to follow the state affiliate's standard EFT schedule. For more information, refer to the **Customize Payment Schedule** section under **Payment Schedule** in this user guide.

OBLIGATION CHANGES – AUTOMATIC UPDATES TO INDIVIDUAL PAYMENT PROFILE

If obligation is added or modified in a membership, those **obligation changes will automatically be reflected in the Individual Payment Profile**. This applies to EFT and RCC payment methods.

CRITICAL MEMBERSHIP CHANGES – TRANSFER OF OBLIGATION

During **critical changes such as Membership Type or Local Changes**, the obligation on the Individual Payment Profile will be automatically updated based on the prorate percentages provided for the old and new membership.

Based on the percentages, the old membership obligation will be satisfied and any excess payments will be transferred to the new membership. So the old cancelled membership will show a Transfer Out payment transaction and the newly created membership with the new membership types and/or local will show a Transfer In payment transaction. The Transfer transactions are really pseudo payment transactions, the actual payment transactions will not altered.

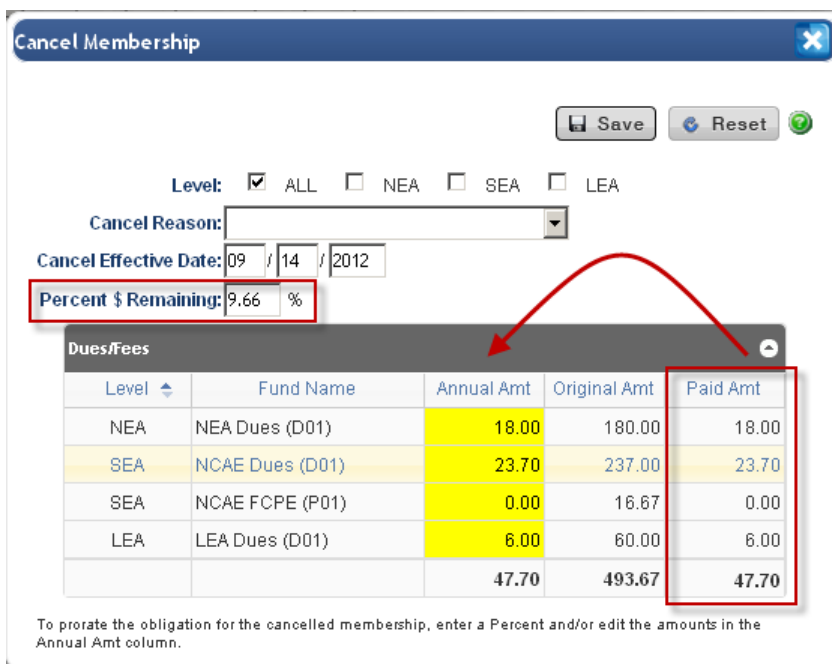
MEMBERSHIP CANCELLATION – PAYMENT PROFILE

When an **EFT or RCC membership is cancelled, the deduction profile is ended automatically** but the Account Profile is not ended. The Account Profile does not need to be ended. The ending of the Deduction Profile will prevent any future deductions.

NOTE: Individual Payment Profile can also be ended manually by populating the **End Date** and then clicking the **Save** button.

MEMBERSHIP CANCELLATION – ACCOUNTING FOR PAYMENTS

- The Cancel Membership pop-up grid displays individual payments in the Paid Amount column. If the member has individual payments (i.e. check, cash, RCC, EFT) in IMS, the amount paid will be displayed when cancelling the membership. It reflects the payments from the **Individual Payment** screen and it does two other things. It updates the **Annual Amt** column with the paid amount and default the **Percent \$ Remaining** field with the paid percentage. Now the user has the option to edit the **Annual Amt** and or **Percent Remaining** values. The obligation in the **Paid Amt** column is not editable on this screen. If the member does not have individual payments, the **Paid Amt** column will not be shown. Note: if the Percentage Remaining is less than the Paid Amt percentage, the screen will not let you save the record.



Cancel Membership

Save Reset

Level: ALL NEA SEA LEA

Cancel Reason:

Cancel Effective Date: 09 / 14 / 2012

Percent \$ Remaining: 9.66 %

Level	Fund Name	Annual Amt	Original Amt	Paid Amt
NEA	NEA Dues (D01)	18.00	180.00	18.00
SEA	NCAE Dues (D01)	23.70	237.00	23.70
SEA	NCAE FCPE (P01)	0.00	16.67	0.00
LEA	LEA Dues (D01)	6.00	60.00	6.00
		47.70	493.67	47.70

To prorate the obligation for the cancelled membership, enter a Percent and/or edit the amounts in the Annual Amt column.

- Refer to the paid amount as you adjust the Annual Amt. The Annual Amt cannot be less than the Paid Amt.

Cancel Membership

'Annual Amt' cannot be less than the 'Paid Amt'.

Save Reset

Level: ALL NEA SEA LEA

Cancel Reason: Financial

Cancel Effective Date: 09 / 14 / 2012

Percent \$ Remaining: 9.66 %

Level	Fund Name	Annual Amt	Original Amt	Paid Amt
NEA	NEA Dues (D01)	18.00	180.00	18.00
SEA	NCAE Dues (D01)	29.70	237.00	23.70
SEA	NCAE FCPE (P01)	0.00	16.67	0.00
LEA	LEA Dues (D01)	0.00	60.00	6.00
		47.70	493.67	47.70

To prorate the obligation for the cancelled membership, enter a Percent and/or edit the amounts in the Annual Amt column.

FRS RECEIPTS AND INDIVIDUAL PAYMENTS

FRS Receipts are created automatically out of the EFT and RCC Close Process.

FRS RECEIPT SEARCH – DEPOSITS AND RETURNS

FRS Batches that have been created automatically for EFT and RCC Deposits and Returns will be tagged in order to be easily identified and found.

Receipt Search

Owner Org: ARIZONA EDUCATION ASSOCIATION

Billable Party: Select All

Mship Year: 11-12

Payment Category: Select All

Receipt Amt:

Receipt Description:

Reference #:

Reference Date:

Process From Date:

Process To Date:

Batch #:

Batch Date:

Batch Desc:

- EFT Deposits batch
- EFT Returns Batch
- Recurring Credit Card Depo
- Recurring Credit Card Retur
- WESE batch

On the **FRS Receipt Search** page, selection criteria has been rearranged and grouped for clarity. **Receipt** query fields are located on the left and **Batch** query fields are located to the right.

The field called **Batch Description** can be used to query for RCC WESE batches. Click in the drop-down selection box to make a selection. The values are **EFT Deposits Batch**, **EFT Returns Batch**, **Recurring Credit Card Deposits**, **Recurring Credit Card Returns** and **WESE**. This new field can be used in conjunction with other search criteria on the page.

FRS RECEIPTS – EFT AND RCC

For FRS batches created by the EFT or RCC Close process, **the Batch Created Date will now be the Deduction Date and will be processed on the Deduction Date**. The batch created will remain in 'POSTED NOT SUBMITTED' status until the Deduction Date.

A display only field called **Batch Description** is available on the **Receipts** page. This will display the **Batch Description** for EFT/RCC (payments & reversals) batches. A user may access these batches that are not in Completed Status for review. There is a small window between when these batches are posted and when they are submitted. They are created automatically by the system during the day and are processed each night.

RECORD AN UNSCHEDULED CHECK OR CASH PAYMENT FOR A MEMBER

You are able to record and account for check or cash payments received from a member.

- The payments could be scheduled payments for members paying their dues obligation by cash or check as previously described under the Individual Payment profile for Check/Cash Installments section.
- Or the payments could be unscheduled payments for members who currently pay by EFT or RCC. This situation happens when an EFT or RCC deduction failed and the member provides a check or cash to cover the failed deduction amount or return.

Year	2011-12	2010-11	2012-13	Memb ID	Effective
State:	ARIZONA EDUCATION ASSOCIATION				
Uniserv:	EAST VALLEY #4				
Local:	CHANDLER EA				
Chapter:	CHANDLER UNIFIED DISTRICT				
Employer:	CHANDLER UNIFIED DISTRICT				
Work Loc:	ARIZONA COLLEGE PREP				
Position:	Classroom Teacher				
Subject:	General Subjects				
Enroll/Renew	08/09/2004				
# of Ded:	19				
Verify Info:	Auto Renew				
Fund Name	N	NEA Dues (D01)	EFT	178.00	
Method	S	AEA Dues (D01)	EFT	329.00	
Amount	L	LEA Dues (D01)	EFT	46.00	

Member Type	Start Date	End Date	Cancel
NEA AC-1-100 Active Professional FT	09/01/2004		<input type="checkbox"/>
SEA AC-1-100 Active-Certified F/T	09/01/2004		<input type="checkbox"/>
LEA AC-1-100 Active-Certified F/T	09/01/2004		<input type="checkbox"/>

The first step is to search for the member and bring up the main page for **IMS Individual and Membership** information (see above).

Next, search for the member and go to the main **Individual Profile** page.

NOTE: The following steps do not require you to first set-up an Individual Payment Profile. It will be created automatically at the end of these steps.

Click the [Indv Payment Summary](#) link in the bottom right-hand corner of the Obligation section to navigate to the **Individual Payment Summary** popup. This popup displays three sections, **Obligation & Payment Summary**, **Payment History** and **Refund History**.

Individual Payment Summary S... LETT Ind ID : 00079

Pay Refund Reverse

Obligation & Payment Summary				
Fund	Pay Method	Obligation	Paid	Balance
NEA Dues	EFT	180.00	15.27	164.73
	Payroll Deduction	0.00	0.00	0.00
NEA FCPE	EFT	13.33	1.13	12.20
	Payroll Deduction	0.00	0.00	0.00
NCAE Dues	EFT	237.00	20.12	216.88
	Payroll Deduction	0.00	0.00	0.00
Total		472.00	40.06	431.94

Payment History			
Pay Method	Payment Date	Payment	Refunded Amt
EFT	09/10/2012	47.20	7.20
Total		47.20	7.20

Net Payment Collected: \$40.00

Show All

Refund History for EFT 09/10/2012 \$47.20

Refund Mode	Refund Date	Orig. Payment Dt	Refund Ref.	Refund Reason	Refund Amt
Manual	09/14/2012	09/10/2012	Ck # 785	Member request	7.20
					7.20

The **Obligation & Payment Summary** section shows an **Obligation** balance, **Paid** balance and **Outstanding Balance** for each fund with **Totals** below.

The **Payment History** section shows **Payment Dates** by payment method with the obligation amount collected at each payment date. The **Total** of all payments is displayed below.

The **Refund History** section shows all the refund recorded against any of the successful payments. This section also shows the refund date, original payment date, refund check reference and the reason for the refund. The refund mode "Manual" indicates that the refund has been recorded by the IMS user and the mode "Auto" indicates that the refund has been processed for the credit card payments in the BoA's Client Server Console and transmitted back to IMS database.

To record the check or cash payment, click the [Pay](#) button.

Pay
✕

Make Payments						
	Fund	Pay Method	Obligation	Paid	Balance	Current
<input checked="" type="checkbox"/>	NEA Dues	EFT	180.00	15.27	164.73	
		Payroll Deduction	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	NEA FCPE	EFT	13.33	1.13	12.20	
		Payroll Deduction	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	NCAE Dues	EFT	237.00	20.12	216.88	
			472.00	40.06	431.94	0.00

Auto Distribute
Apply Payment

Pay Method:

Payment Amt:

Ref Num:

Date:

Comment:

The **Pay** popup will be displayed allowing you to record the payment and distribute the payment amount. The system will automatically reduce the obligation accordingly.

The **Make Payments** grid shows the **Funds** with **Obligation**, previously **Paid** amount, outstanding **Balance** and **Current** payment amount by **Pay Method**. If multiple payment methods were used to pay the membership obligation for a fund, multiple rows by fund would be displayed.

Notice that all funds are selected for receiving payment. If you want to eliminate the auto distribution of check payments for a fund, de-select the fund by clicking in the check-box to remove the green arrow.

- Select the **Pay Method** of Check or Cash from the drop-down list.
- Enter the **Payment Amt** for the check or cash payment. Remember to enter the amount in the dollars and cents format.
- Enter the **Ref Num** (usually used for the check #).
- Leave the check recording **Date** as the default of Current Date or change to another valid date.
- Enter comments in the **Comment** field as needed.

PAYMENT OPTIONS

There are **two options** for applying the payment to the membership funds.

The screenshot shows a 'Pay' window with a 'Make Payments' table and payment options. The table has columns for Fund, Pay Method, Obligation, Paid, Balance, and Current. Three rows are selected with checkboxes: NEA Dues, NEA FCPE, and NCAE Dues. The total for the Current column is 43.20. To the right of the table are buttons for 'Auto Distribute' and 'Apply Payment', and input fields for Pay Method (Check (CK)), Payment Amt (43.20), Ref Num (ck #556), Date (09/14/2012), and a Comment field containing 'Collected failed EFT payment'. A 'Reset' button is also present.

	Fund	Pay Method	Obligation	Paid	Balance	Current
<input checked="" type="checkbox"/>	NEA Dues	EFT	180.00	15.27	164.73	16.48
		Payroll Deduction	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	NEA FCPE	EFT	13.33	1.13	12.20	1.22
		Payroll Deduction	0.00	0.00	0.00	
<input checked="" type="checkbox"/>	NCAE Dues	EFT	237.00	20.12	216.88	21.69
			472.00	40.06	431.94	43.20

Option 1: Click the **Auto Distribute** button to distribute the check or cash amount across all selected funds. After the **Auto Distribute** button is clicked, the Current column for all selected funds will contain a proportioned amount that totals to the check or cash amount.

Note: Payments will be applied to Pay Methods which reflect an outstanding balance. In the example above, the check payment will be applied against the EFT obligation. After applying the payment, the EFT obligation will be reduced and a new payment method row for the check amount will be created for each fund.

Option 2: Or click in the **Current** column of the grid to enter exact amounts for each fund. The total for the **Current** column must match the amount of the check or cash payment. If the total for the Current column does not match, you will not be able to apply the payment.

Click the **Apply Payment** button to apply the payment amounts listed in the Current column to each fund. After applying the payment, the **Balance** will be recalculated and reflect the **Obligation** amount minus the **Paid** amount.

Click the **Reset** button if you need to clear the entered screen values before applying the payment.

Individual Payment Summary SARAH BARTLETT Ind ID : 0007936953

Payments of \$43.20 have been applied.

Pay Refund Reverse

Obligation & Payment Summary				
Fund	Pay Method	Obligation	Paid	Balance
NEA Dues	EFT	163.52	15.27	148.25
	Check	16.48	16.48	0.00
	Payroll Deduction	0.00	0.00	0.00
NEA FCPE	EFT	12.11	1.13	10.98
	Check	1.22	1.22	0.00
	Payroll Deduction	0.00	0.00	0.00
Total		472.00	83.26	388.74

Payment History			
Pay Method	Payment Date	Payment	Refunded Amt
EFT	09/10/2012	47.20	7.20
CK	09/14/2012	43.20	0.00
Total		90.40	7.20

Net Payment Collected: \$83.20

Show All

Refund History for EFT 09/10/2012 \$47.20

Refund Mode	Refund Date	Orig. Payment Dt	Refund Ref.	Refund Reason	Refund Amt
Manual	09/14/2012	09/10/2012	Ck # 785	Member request	7.20
					7.20

After applying the payment, you will be returned to **Individual Payment Summary** page and a successful update message will be displayed.

When the check or cash payment has been applied successfully, the following updates will be made **automatically** by the system.

Pay Method Details

Save Reset

Obligation By PayMethod Details						
Level	Fund Name	Annual Amt	Pay Method	PM Detail Amt	Start Date	End Date
NEA	NEA Dues	180.00	EFT (EFT)	163.52	07/24/2012	
			Check (CK)	16.48	09/14/2012	09/14/2012
			Payroll Deduction (PR)	0.00	10/28/2010	07/24/2012
NEA	NEA FCPE	13.33	EFT (EFT)	12.11	07/24/2012	
			Check (CK)	1.22	09/14/2012	09/14/2012
			Payroll Deduction (PR)	0.00	10/28/2010	07/24/2012
SEA	NEA Dues	237.00	EFT (EFT)	215.31	07/24/2012	

- Membership Pay Method Detail rows by fund will be created for the amounts paid by Check or Cash and can be viewed on the **Pay Method Details** popup under **Obligation** and the main **Individual Profile** screen.

- The previous obligation by payment method will be adjusted to reflect the amount paid by check/cash and can be viewed on the **Pay Method Details** popup under **Obligation** and the main **Individual Profile** screen. In our example above, the payment method for the membership was EFT so the obligation reflected for EFT will be reduced by the check or cash amount paid.
- The FRS Billable Party will be updated accordingly

SA [REDACTED] RTLETT Ind ID : 00079 [REDACTED]

Individual Payment Profile

State: NORTH CAROLINA ASSN OF EDUCATORS Year: 12-13 [CY] **Get Profiles** **New** **Save** **Reset**

Available Profiles

- CK-0000
- EFT-0000

Membership: ASHEBORO CITY NCAE | AC-1-100 | AC-1-100 Year: 2013 Pay Method: Check

Profile Name: CK-0000

Start Date: 09/14/2012

End Date: [REDACTED]

End Reason: [REDACTED]

Funds:

Fund Type	Fund Name	Amount
NEA	NEA Dues	16.48
NEA	NEA FCPE	1.22
SEA	NCAE Dues	21.69
SEA	NCAE FCPE	1.22

Payment Schedule

Amount:

Total Due: 43.20 Total YTD Collected: 43.20 Refund: [REDACTED]

Rejected: [REDACTED] Remaining: 0.00

Scheduling:

of Deductions: 1 Completed # of Deductions: 1

Remaining # of Deductions: 0 No of Returns/Rejects: 0

No of Consecutive Returns/Rejects: 0

Status Sheet:

Status Sheet Indicator: Last Run Date: [REDACTED]

- An Individual Payment Profile will be created automatically for the Individual after posting the unscheduled payment (i.e. check) via the **Pay** screen to cover a missed payment (i.e. EFT or RCC). The new profile can be viewed from the [Indiv Payment Profile](#) link on the main Individual Profile page. Click the **Payment Schedule** button to view the payment made by check.

SAR... EFT Ind ID : 0007...63

Payment Schedule:

Save Add

Sequence	Date	Receipt Amount	Refund Amount	Status	Detail
1	09/14/2012	43.20	0.00	Completed	Detail

Total Amounts

Completed Payment Amount:	43.20		
Pending Amount:	0.00		
Scheduled Amount:	0.00		
Refund Amount:	(0.00)		
Skipped Amount:	0.00	Rejected Amount:	0.00
<hr/>			
Total Amount:	43.20	Total Obligation Amount:	43.20
Amount to AutoDistribute:	0.00	<input type="button" value="AutoDistribute"/>	<input type="button" value="Revert Changes"/>

- The Check **Payment Schedule** will show the **Sequence #**, **Date** of payment, **Receipt Amount** and **Status** of “**Completed**” for the payment.

NOTE: If a **Payment Schedule** has been previously defined for the individual, the payment will be applied to the first schedule Date with a Status of “**Scheduled**”. This scheduled sequence will be updated with the **Date**, **Receipt Amount** and the status will be changed to “**Completed**”.

If the Receipt Amount is not equal to the scheduled receipt amount, the amount for the next “**Scheduled**” payment will be adjusted accordingly.

RECORD A SECOND CHECK/CASH PAYMENT INSTALLMENT FOR AN EFT OR RCC MEMBER

Multiple payment installments against a membership that is assigned to EFT or RCC are allowed. The second or subsequent check payment installment will be applied to the previous detail obligation row for Check or RCC and the Date will be updated to reflect the additional payment by check.

REFUNDS AND REVERSALS

For EFT, RCC and Check payment methods, the ability to process Refunds, Reversals and Reversals of Refunds is available.

REVERSALS

Reversals are performed when an individual’s EFT deduction or payment was returned by the bank. **Reversals are processed automatically by the system when a payment fails for EFT or RCC.** How the return is handled for EFT is based on Configuration parameters defined by the state affiliate. Check or cash payments can be reversed by the user if it is applied in error.

REFUNDS

You have the ability to record refunds for any payments made through EFT, Recurring Credit Card (RCC), Credit Card (CC) or for Checks etc.. This includes refund checks issued by the state and refunds made using a Credit Card Processing Terminal.

Do not use this functionality if the refunds were made using the BoA Customer Service Console (CSC) for the Credit Card (RCC) payments. These refunds will continue to be recorded automatically by the system.

With the Individual displayed on the Main Individual Profile page, click the [Indv Payment Summary](#) link located in the bottom right of the screen.

Individual Payment Summary SA [redacted] Ind ID : 00079[redacted]

Pay Refund Reverse

Obligation & Payment Summary				
Fund	Pay Method	Obligation	Paid	Balance
NEA Dues	EFT	163.52	15.27	148.25
	Check	16.48	16.48	0.00
	Payroll Deduction	0.00	0.00	0.00
NEA FCPE	EFT	12.11	1.13	10.98
	Check	1.22	1.22	0.00
	Payroll Deduction	0.00	0.00	0.00
Total		472.00	83.26	388.74

Payment History			
Pay Method	Payment Date	Payment	Refunded Amt
EFT	09/10/2012	47.20	7.20
CK	09/14/2012	43.20	0.00
Total		90.40	7.20

Net Payment Collected: \$83.20

Show All

Refund History for EFT 09/10/2012 \$47.20

Refund Mode	Refund Date	Orig. Payment Dt	Refund Ref.	Refund Reason	Refund Amt
Manual	09/14/2012	09/10/2012	Ck # 785	Member request	7.20
					7.20

The Individual Payment Summary popup will be displayed. To the right above the Payment History grid, this is a **Refund** button and a column for **Refunded Amount**.

To record a refund that was processed outside of BoA, click the **Refund** button.

Individual Payment Summary SARAH BARTLETT Ind ID : 0007936953

Pay Refund Reverse

Obligation & Payment Summary

Fund	Pay Method	Obligation	Paid	Balance
NEA Dues	EFT	163.52	15.27	148.25
	Check	16.48	16.48	0.00
	Payroll Deduction	0.00	0.00	0.00
NEA FCPE	EFT	12.11	1.13	10.98
	Check	1.22	1.22	0.00
	Payroll Deduction	0.00	0.00	0.00
Total		472.00	83.26	388.74

Payment History

Pay Method	Payment Date	Payment	Refunded Amt	Amt Avail For Refund	Action
EFT	09/10/2012	47.20	7.20	40.00	Process Refund
CK	09/14/2012	43.20	0.00	43.20	Process Refund
Total		90.40	7.20	83.20	

Net Payment Collected: \$83.20

[Show All](#)

Refund History for EFT 09/10/2012 \$47.20

Refund Mode	Refund Date	Orig. Payment Dt	Refund Ref.	Refund Reason	Refund Amt
Manual	09/14/2012	09/10/2012	Ck # 785	Member request	7.20
					7.20

Two additional columns will be displayed for each Payment History row. The **Amt Avail For Refund** column contains the Payment Amount minus any refunds that have been made previously for this payment. To process a refund for a payment, click the [Process Refund](#) link located in the **Action** column for the Payment for which you want to refund money. The **Refund Processing** popup will be displayed.

Refund Processing

Do NOT enter any refunds processed through Bank Of America CSC (Client Service Console) in this screen. Those refunds are automatically transferred from BoA to IMS. Record the refund which you have processed.

Payment Amount: 47.20

Amount Available For Refund: 40.00

Enter Current Refund Amount:

Refund Reference (Optional):

Refund Reason:

Please note warning message at the top of page.

Refund Processing
✕

Do NOT enter any refunds processed through Bank Of America CSC (Client Service Console) in this screen. Those refunds are automatically transferred from BoA to IMS. Record the refund which you have processed.

Payment Amount: 47.20

Amount Available For Refund: 40.00

Enter Current Refund Amount:

Refund Reference (Optional):

Refund Reason:

Excess payment

- Enter the required refund amount in the **Current Refund Amount** field.
- Optionally, enter **Refund Reference** information.
- Enter the required refund reason in the **Refund Reason** field.
- Click the button to process the refund or click the button to cancel the recording of the refund.

Individual Payment Summary SA [redacted] ETT Ind ID : 00079 [redacted] 8
✕

Refund was processed successfully.

Obligation & Payment Summary

Fund	Pay Method	Obligation	Paid	Balance
NEA Dues	EFT	163.52	7.64	155.88
	Check	16.48	16.48	0.00
	Payroll Deduction	0.00	0.00	0.00
NEA FCPE	EFT	12.11	0.57	11.54
	Check	1.22	1.22	0.00
	Payroll Deduction	0.00	0.00	0.00
Total		472.00	63.30	408.70

Payment History

Pay Method	Payment Date	Payment	Refunded Amt	Amt Avail For Refund	Action
EFT	09/10/2012	47.20	27.20	20.00	Process Refund
CK	09/14/2012	43.20	0.00	43.20	Process Refund
Total		90.40	27.20	63.20	

Net Payment Collected: \$63.20

Show All

Refund History for EFT 09/10/2012 \$47.20

Refund Mode	Refund Date	Orig. Payment Dt	Refund Ref.	Refund Reason	Refund Amt
Manual	09/14/2012	09/10/2012	Ck # 785	Member request	7.20
Manual	09/14/2012	09/10/2012	check # 679	Excess payment	20.00
					27.20

The **Individual Payment Summary** will be displayed showing the message,

Refund was processed successfully.

The **Payment History** will now show the refunded payment amount in the **Refunded Amt** column and the **Amt Available for Refund** amount will show the adjustment.

At the bottom of **Payment History**, you will see the Refund History grid which displays the refunds we did from the payment transaction. Clicking the Show All link in the header section of the Refund History will display all the refunds recorded out of all the above payment transactions.

Receipt Batches						
Owner Organization: NORTH CAROLINA ASSN OF EDUCATORS		Membership Year: 12-13 [CY]				
Batch #:		Batch Date:		Batch Status:	Select	
<input type="button" value="New Batch"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>						
Batch #	Batch Date	Batch Status	Gross Amount	Net Amount	# Transactions	
17132	09/14/2012	Posted	\$7.20	-\$7.20	1	
17134	09/14/2012	Posted	\$20.00	-\$20.00	1	
17133	09/14/2012	Posted	\$43.20	\$43.20	1	

Records from 1 to 3 Page 1 10 rows per page

In FRS, the system will automatically create a negative FRS Receipt Batch for each recorded refund. The batch will be posted and ready for processing.

Receipt Batches				Audit		
Owner Organization: NORTH CAROLINA ASSN OF EDUCATORS		Membership Year: 12-13 [CY]		# Transactions	Gross Amount(\$)	Net Amount(\$)
Batch Number:	17134	Batch Status:	Posted	Batch Amounts:	1	20.00
Batch Date:	09/14/2012	Batch Description:		Computed Amounts:	1	20.00
				Variance:	0	0.00

# Trans	User Id	Billable Party	Ref No	Ref Date	Amount(\$)	Payment Category	Description
1	0133	ASHEBORO CITY		09/14/2012	-20.00	Electronic Fund Transfer	0007936953

Receipt Batches
[Audit](#)

Owner Organization: NORTH CAROLINA ASSN OF EDUCATORS

Membership Year: 12-13 [CY]

Batch Number: 17134

Batch Status: Posted

Batch Date: 09/14/2012 **Batch Description:**

	# Transactions	Gross Amount(\$)	Net Amount(\$)
Batch Amounts:	1	20.00	-20.00
Computed Amounts:	1	20.00	-20.00
Variance:	0	0.00	0.00

Receipt Detail
Batch Summary

Billable Party: 0133 ASHEBORO CITY Keep BP - Next Trans

Payment Category: Electronic Fund Transfer **Ref#:** **Ref Date:** 09/14/2012

Description: 0007936953 **Receipt Amount:** -20.00

Fund	Amount Applied	Obligation	Adjustments YTD	Receipts YTD	Balance Due
NEA Dues	-7.65	.00	0.00	.49	.51
NEA FCPE	-0.56	.97	0.00	.00	.41
NCAE Dues	-10.04	.25	0.00	.13	.12
NCAE FCPE	-0.56	.06	0.00	.17	.39
CAT2L	0.00	0.00	0.00	0.00	0.00
CAT3L	0.00	0.00	0.00	0.00	0.00
CAT1L	0.00	0.00	0.00	0.00	0.00
CAT3D	0.00	0.00	0.00	0.00	0.00
Penalty:	0.00	0.00	0.00	0.00	0.00
Totals:	-20.00	.75	0.00	.38	.37

In FRS **Receipt Batches**, note the Individual ID and Receipt Amount in the system generated batch.

REFUND HISTORY

Recorded refunds made for Credit Card (CC), for Checks or for Recurring Credit Card (RCC), will be displayed in **Refund History** on the **Individual Payment Summary** page.

This includes refund checks issued by the state and refunds made using a Credit Card Processing Terminal.

With the Individual displayed on the Main Individual page, click the [Indv Payment Summary](#) link located in the bottom right of the screen.

Individual Payment Summary SA [redacted] ZTT Ind ID : 00079 [redacted] 8

Refund was processed successfully.

Pay Refund Reverse

Obligation & Payment Summary				
Fund	Pay Method	Obligation	Paid	Balance
NEA Dues	EFT	163.52	7.64	155.88
	Check	16.48	16.48	0.00
	Payroll Deduction	0.00	0.00	0.00
NEA FCPE	EFT	12.11	0.57	11.54
	Check	1.22	1.22	0.00
	Payroll Deduction	0.00	0.00	0.00
Total		472.00	63.30	408.70

Payment History					
Pay Method	Payment Date	Payment	Refunded Amt	Amt Avail For Refund	Action
EFT	09/10/2012	47.20	27.20	20.00	Process Refund
CK	09/14/2012	43.20	0.00	43.20	Process Refund
Total		90.40	27.20	63.20	

Net Payment Collected: \$63.20

Show All

Refund History for EFT 09/10/2012 \$47.20

Refund Mode	Refund Date	Orig. Payment Dt	Refund Ref.	Refund Reason	Refund Amt
Manual	09/14/2012	09/10/2012	Ck # 785	Member request	7.20
Manual	09/14/2012	09/10/2012	check # 679	Excess payment	20.00
					27.20

The **Individual Payment Summary** popup will be displayed. At the bottom of the screen, there is a grid called **Refund History**. **Refund History** can display refunds by payment or can also display all refunds for the membership.

Refund History will display the following information:

- **Refund Mode** (Manual or CSC Refund)
 - **Manual** refunds are processed externally (sending a check refund).
 - **CSC Refunds** are refunds that were processed using the BoA Console (CSC). The credit will appear in the member's credit card.
- **Refund Date** – Date that refund was recorded.
- **Original Payment Date** – Payment date.
- **Refund Reference** – Reference information for refund.
- **Refund Reason** – Reason entered for refund.
- **Refund Amount** – Amount of refund.

To display refunds by payment, click to highlight the payment row under **Payment History** and any refunds made against this payment will be displayed below in **Refund History**.

The Payment History row in focus will be detailed in the Heading of Refund History. In the screen example above, the payment in focus is detailed in the heading **‘for RCC 09/10/2012 \$47.20’**. When entering the screen, the default payment in focus will be the first payment for the membership.

Show All					
Refund History for EFT 09/10/2012 \$47.20					
Refund Mode	Refund Date	Orig. Payment Dt	Refund Ref.	Refund Reason	Refund Amt
Manual	09/14/2012	09/10/2012	Ck # 785	Member request	7.20
Manual	09/14/2012	09/10/2012	check # 679	Excess payment	20.00
					27.20

To display all refunds for the membership, click the **Show All** link. All refunds for the membership will be displayed below in **Refund History**. Use the scroll bar to navigate through multiple rows of refund history. Under the **Show All** link, the title for the Refund History grid will change to **Complete Refund History**. To return to **Refund History** by payment, simply click a payment row in **Payment History**.

In FRS, the system will automatically create a negative FRS Receipt Batch for each recorded refund. The batch will be posted and ready for processing.

Important Information:

- **Refunds can be recorded for Credit Cards (CC), Recurring Credit Cards (RCC) and Check Installments that were processed outside of the BoA Console (CSC).** Refunds are processed when the money has already been collected.
- **Check payments applied in IMS can now be voided (reversed).** Reasons to void a Check payment would be when there was a data entry error or the payment was entered erroneously. Reversals are processed when the money was not collected.
- To void a Check payment, click on the **Reverse Payment** button on the Individual Payment Summary screen.
 - Click the **Reverse** link in the Action column of the *Payment History* grid for the Check payment you want to void.
 - A Reverse Payment popup is displayed. Enter the Reversal Reason, optional Comments and click the Save button.
 - The payment will be removed from the Payment History grid and the Obligation & Payment Summary grid will be automatically updated.
 - In FRS, the system will automatically create a negative FRS Receipt Batch for each recorded reversal. The batch will be posted and ready for processing.
- **Refunds** applied to a Check payment can also be voided (reversed) by clicking the **Reverse Payment** button. Click the **Reverse** link in the Action column of the *Refund History* grid for the Refund you want to void. Then follow the same steps as above.

- Reversals for EFT Payments will be available from this screen for the new membership year (2012-2013).
- Returns or reversals processed through BoA will continue to be reflected automatically in the IMS Payment Schedule. BoA reversals are not processed manually in IMS.

EFT

This section is devoted to EFT information including a definition of EFT terms, setting up BoA accounts, running EFT Pre-Note Transactions, running EFT Status Sheets, the automated processing of EFT returns, EFT reconciliation, BoA ACH Services on Returned Items, Receipt Processing, Return Processing, Deduction Profiles and EFT Express.

EFT provides an alternative method of collecting membership dues and contributions from the member's banking account. EFT allows for continuing deductions from year-to-year.

EFT works through the Federal Reserve System and the Automated Clearinghouse Association. Dues are deducted in installments from the member's account and deposited into a special non-interest bearing clearing account. Funds remain there for several days to offset bank charges for EFT services. Funds are then transferred to the state affiliates' non-interest bearing clearing account.

A member can sign up for EFT Deductions in one of two ways;

- The member signs an EFT authorization agreement and attaches a voided check and the state affiliate is responsible for entering the required data in the EFT Account and Deduction Profiles.
- The member uses the Member Self Enroll site to authorize the EFT agreement and enters all required information on the website. In this case, the EFT Account and Deduction Profiles are created automatically.

Each EFT member has a total EFT obligation amount which is reduced by each successful EFT deduction. If an EFT deduction is not successful, it is called a return item. Return items processing will include reversing the deduction and reversing the payment in FRS.

DEFINITION OF EFT TERMS

The following is an overview of commonly used EFT terms.

Term	Description
EFT	Electronic funds transfer or EFT is the electronic or automated exchange or transfer of money from a member's account to Bank of America. The member's account can be a savings or checking account. After receipt of money at BoA, the money is transferred to the state affiliate's account.
ACH	Automated Clearing House (ACH) is an electronic network for financial transactions in the United States. ACH processes large volumes of credit and debit transactions in batches. ACH direct debit transfers include consumer payments on insurance premiums, mortgage loans and other kinds of bills such a dues payment. Rules and regulations that govern the ACH network

	are established by NACHA (formerly the National Automated Clearing House Association) and the Federal Reserve.
Deduction	A Deduction is the amount debited or subtracted from the member's account. The deduction amount taken from the member's account is based on the member's dues obligation with a pay method of EFT and the EFT deduction or close schedule established for the state affiliate in IMS.
Close Date	The Close Date is the date the Close Schedule is run at NEA to calculate deduction amounts and create the electronic file that will be sent to BoA containing bank account information and deduction amounts.
Deduction Date	The Deduction Date is the date the actual deduction is taken from the member's account by BoA. Note: At times, the deduction date showing on a member's account statement may be one day later than the scheduled deduction date.
Number of Deductions	The Number of Deductions is determined by the Close Schedule for the state affiliate.
Return Item	A Return Item represents a deduction that failed. Note: Not all items displayed on the BoA Returned Items Report are return items. Some items on the report represent a Notification of Change . Refer to the BoA ACH Services - Returned Items Report section of this guide for help in determining the difference.
Reversal	A Reversal is the subtraction or removal of a deduction amount from Deduction History in IMS EFT after a deduction failed. Reversals can be processed manually by state affiliate users or can be processed automatically by the NEA. Automatic reversals processed by NEA always represent deduction failures. Reversals processed by state affiliate users may represent deduction failures or refunds.
Automated Returns Processing	Automated Returns Processing represents the state affiliate option offered to have NEA process all return items automatically based on parameters set up by the state affiliate.
Pre-Note	A Pre-Note is a zero-dollar test transaction initiated electronically to a member's bank account when the account information is initially set up. A pre-note confirms that the account information was entered correctly.

SETTING UP BOA BANK ACCOUNT(S)

After determining what funds that your state affiliate will collect through EFT and informing your MMS State Support contact of your state's decision to use EFT for Dues and/or PAC contributions, the following steps will take place:

- An email will be sent to the state affiliate with required BoA forms attached for setting up their BoA account. The BoA contact, LaTonia White as well as NEA MMS and Financial contacts will be included as a cc on this email.
- The state affiliate will fill out the required forms and fax or send the forms to LaTonia White at BoA.
 - **Be sure to fill out the state affiliate fax number** for the Return Items report.
 - **Be sure to fill out wiring instructions** from the BoA account to state affiliate's account including a recommended 5 day lag between deduction date and wire date.
 - The NEA **recommends that a minimum balance be defined for the BoA account** to accommodate return items as they come in.
- **It will take 2 to 3 weeks for the BoA account(s) to be established.** Once established, BoA will contact NEA with the state affiliate's Account ID. **NEA will set up the account or accounts in IMS.** The forms are located for download from InsideNEA.
 - The state affiliate needs to determine how many BoA accounts should be established to accommodate their needs.
 - **Up to 4 accounts can be set up** for example: Dues Account, NEA PAC account, SEA PAC account, LEA PAC account.
 - If Dues and PAC contributions are being collected by EFT, the state affiliate should **determine whether Dues and PAC Contributions can be comingled in the same account.**
 - The state affiliate **should use the same Tax ID for all accounts.** BoA will set up each account with a number prefix to make each account Tax ID unique. Accounts will be defined as Tax ID-1 for the Dues Account, Tax ID-2 for the NEA PAC Account, Tax ID-3 for the SEA PAC Account and Tax ID-4 for the LEA PAC Account.
 - Account(s) will all be **non-interest bearing clearing** accounts.
- NEA will let the state affiliate know that deductions will begin based on the EFT Close Schedule defined in IMS.

PERSONAL CHECK TUTORIAL

The tutorial below will help in identifying the Bank Name, Bank Routing Number and Bank Account Number on a Personal Check.

The diagram shows a check form with the following fields and labels:

- NAME**, **ADDRESS**, **CITY, STATE, ZIP** (top left)
- 0123**, **01-23456789** (top right)
- DATE** (top center)
- PAY TO THE ORDER OF** (middle left)
- \$** (middle right)
- DOLLARS** (middle right)
- BANK NAME**, **ADDRESS**, **CITY, STATE, ZIP** (bottom left)
- FOR** (bottom left)
- ⑆ ⑆ 23456789⑆ ⑆ 234567890⑆ 23⑆ ⑆ 23** (MICR line)
- Bank Routing Number**, **Bank Account Number**, **Check Number** (bottom labels)

RUNNING PRE-NOTE TRANSACTIONS

If a state affiliate **has enrolled a significant number of members** in the EFT Dues paying option or **if setting up the EFT Dues Paying option for the first time**, it is recommended that the state affiliate work with the NEA to coordinate sending pre-note transactions to banks before the actual EFT deduction transactions are sent to the banks for processing.

- A pre-note transaction is a \$0 (zero dollars) transaction to test for valid account information.
- Sending pre-note transactions **provides the state affiliate with the opportunity to correct erroneous account information** before the actual EFT deductions are processed.
- Pre-note transactions **are only sent for new accounts** for which no previous deduction was made.
- **Important Note: Each state affiliate is charged \$2.50 per return transaction.**
 - The **usual per transaction cost for pre-note transactions only is paid by the NEA.**
 - Pre-note transactions and the requisite cleanup after the results are received can cut costs for return transactions significantly.

Notify your NEA MMS Contact to receive additional information and to set up your pre-note schedule.

In the future, IMS will **provide an indicator to allow a state affiliate to request running the pre-note process**. The NEA will run the pre-note process for new accounts based on the indicator and turn the pre-note indicator off.

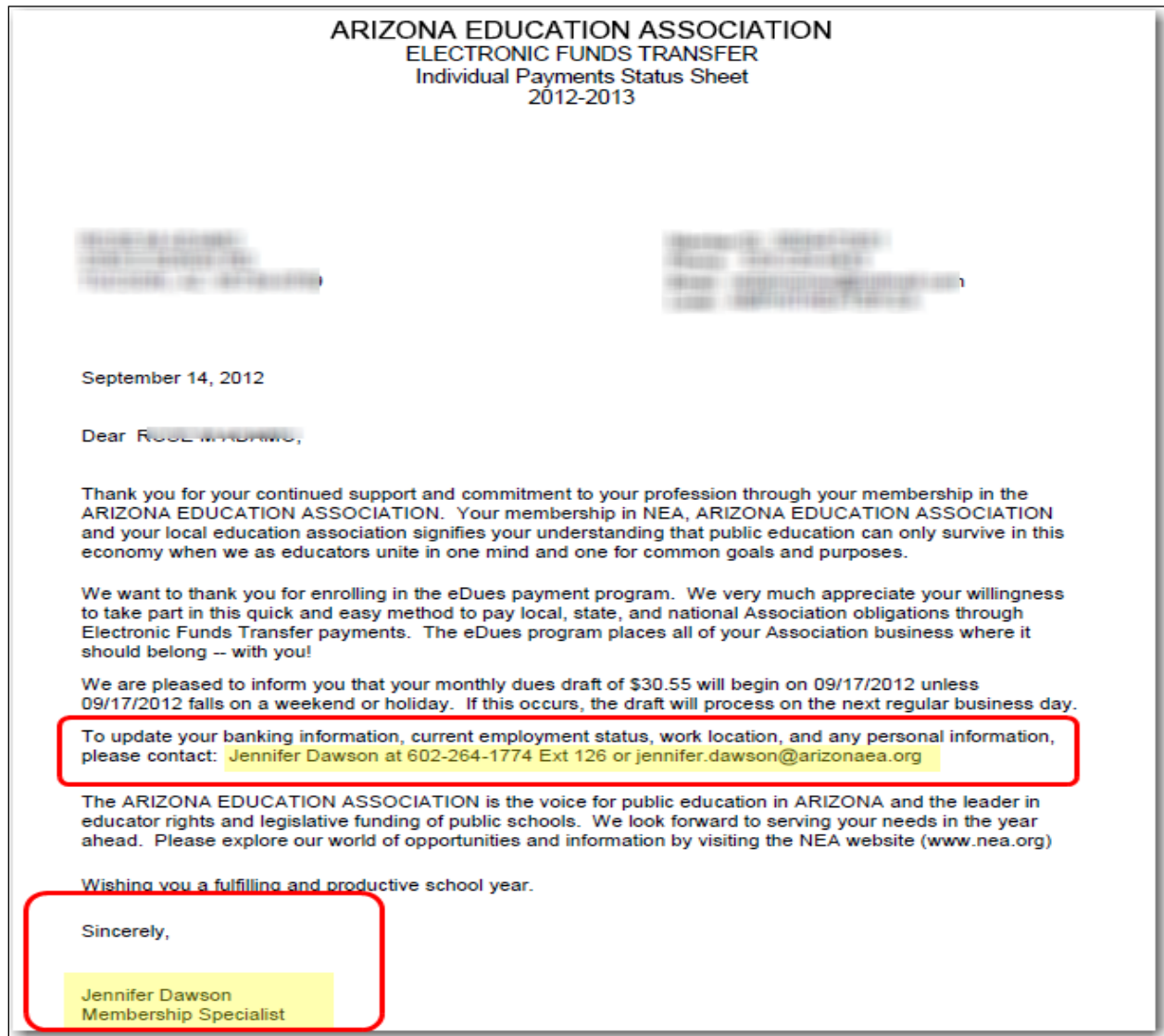
RUNNING EFT STATUS SHEETS

At least ten days before the first deduction, you should run, print and mail an **EFT Status Sheet** to each member. The Status Sheet is a summary and reminder for the member of the amount to be deducted and when the deductions will occur. When an EFT Deduction Profile is added or critical bank data is updated, the flag on the Status Sheet Indicator is automatically marked so that the member can be notified of the change. You can also manually update this indicator to include this deduction profile the next time you run the Status Sheet job.

The MRA Status Sheet job is the **INDP1000 – Individual Payments Status Sheet by Paymethod report** under MRA>STANDARD>INDIVIDUAL PAYMENTS. Certain key information must be populated in the

membership database for it to be pulled in the status sheet. Information regarding that key information is given below:

In this screen shot of the Status Sheet, the highlighted information is being pulled from the **Contacts tab** as part of **Configuration** in eDues.



In order for the **Contact information** and **Signature information** to populate in the report, make sure the information is populated in the **edues Parameters** screen in IMS. If it's missing, enter the required information using the following guidelines:

- Use the **Contact Category = EDUES** for information to be populated in the section asking the member to contact an individual in the state affiliate for any eDues related inquiries.
- Use the **Contact Category = EFT STATUS SHEET SIGNATURE** for information to be populated in the **Signature** section at the bottom of the letter.

nea Individuals MEX FRS eDues Utilities Reports & Extracts Upload Affiliates Ext Org Logout

eDues > eDues Parameters > Hot News Feedback ITSMCHH (Prod) 5.7.0.2

Configuration Parameters

State: ARIZONA EDUCATION ASSOCIATION

Parameters **Contacts**

Excel

Contact Category	Contact Name	Title	Phone	Email	Address1	Address2	City	State	Zip
E Dues	Jennifer Dawson	Membership Special	602-264-1774 Ext 126	jennifer.dawson					
EFT STATUS SHEET	Jennifer Dawson	Membership Special							

Contact Category: E Dues

Contact Name: Jennifer Dawson

Title: Membership Specialsit

Phone: 602-264-1774 Ext 126

Email: jennifer.dawson@arizonaaea.org

Address:

City/State/Zip:

In the next screen shot of the Status Sheet, the highlighted information is being pulled from the “Parameters” tab of the eDues section from IMS.

**ARIZONA EDUCATION ASSOCIATION
ELECTRONIC FUNDS TRANSFER
Individual Payments Status Sheet
2012-2013**

September 14, 2012

Dear **MEMBERSHIP SPECIALIST**,

Thank you for your continued support and commitment to your profession through your membership in the ARIZONA EDUCATION ASSOCIATION. Your membership in NEA, ARIZONA EDUCATION ASSOCIATION and your local education association signifies your understanding that public education can only survive in this economy when we as educators unite in one mind and one for common goals and purposes.

We want to thank you for enrolling in the eDues payment program. We very much appreciate your willingness to take part in this quick and easy method to pay local, state, and national Association obligations through Electronic Funds Transfer payments. The eDues program places all of your Association business where it should belong -- with you!

We are pleased to inform you that your monthly dues draft of \$30.55 will begin on 09/17/2012 unless 09/17/2012 falls on a weekend or holiday. If this occurs, the draft will process on the next regular business day.

To update your banking information, current employment status, work location, and any personal information, please contact: Jennifer Dawson at 602-264-1774 Ext 126 or jennifer.dawson@arizonaaea.org

The ARIZONA EDUCATION ASSOCIATION is the voice for public education in ARIZONA and the leader in educator rights and legislative funding of public schools. We look forward to serving your needs in the year ahead. **Please explore our world of opportunities and information by visiting the NEA website (www.nea.org)**

Wishing you a fulfilling and productive school year.

Sincerely,

Jennifer Dawson
Membership Specialist

In order for the State Affiliate website, Facebook and Twitter information to be populated in the highlighted section of the above screen shot of the Status Sheet, please ensure that this information is populated in the screen shot below. If nothing is populated in the **SEA Website**, **SEA Facebook** and **SEA Twitter** parameters, it won't be populated in the Status Sheet and also the text pertaining to that will not be populated either. In that case, only NEA Website info will be populated as shown in the above screen shot of the report output.

The screenshot shows the 'eDues Parameters' configuration page for the 'ARIZONA EDUCATION ASSOCIATION'. The 'Parameters' tab is active, and the 'Generic' section contains several input fields. A red box highlights the 'SEA Website' field, which contains the text 'http://www.arizon...'. The 'SEA Facebook' and 'SEA Twitter' fields are empty. A 'Save' button is located in the top right corner of the form area.

The following are additional important notes on running the INDP1000 report:

- **If you run with the following option, Update Status Sheet Flag in Database? =Yes, then it will update the STATUS SHEET FLAG in the database which means that the individuals picked up in this report will not be picked up if you run this report again for the same membership year.**
- **You can run this report any number of times with the following option selected without updating the database for reviewing the output format: Update Status Sheet Flag in Database? =No**

The screenshot shows a web form titled "INDP1000 - INDIVIDUAL PAYMENTS STATUS SHEET BY PAY METHOD". At the top left is the NEA logo with the text "NATIONAL EDUCATION ASSOCIATION" and "Great Public Schools for Every Student". The form contains several dropdown menus and text boxes. The "Select State:" dropdown is set to "ARIZONA EDUCATION ASSOCIATION" with a red asterisk and the word "required" to its right. Below it, "Select Uniserv:" has two dropdowns: "REGIONAL OFFICE TEAM A-1" and "AMPHITHEATER EA". A "Refresh Local >" button is to the left of the second dropdown. "Membership Year:" is set to "2012-2013" with a red asterisk and "required" to its right. "Individual ID:" is an empty text box. "Custom Text:" is a large empty text area. "Pay Method:" is set to "EFT" with a red asterisk and "required" to its right. "Update Status Sheet Flag in Database?" is set to "No" with a red asterisk and "required" to its right. A red rectangular box surrounds this field and contains the text: "IMPORTANT NOTE: When 'Yes' is selected, the 'STATUS SHEET FLAG' will be updated in the Membership database!". At the bottom are "Run" and "Cancel" buttons.

The **EFT Status Sheet screen** as part of the **Individual Payment Profile** displays information regarding the last time a Status Sheet was generated for the profile and allows you to set the Status Sheet flag so that the deduction profile will be selected the next time the Status Sheet Server Report is run.

The screenshot shows a section titled "Status Sheet:". Below the title, there is a "Status Sheet Indicator:" label followed by a checked checkbox. To the right of the checkbox is the text "Last Run Date:" followed by an empty text box.

EFT RECONCILIATION

An overview of the EFT Reconciliation process is provided below along with need-to-know information concerning the reconciliation process.

- It is recommended that the state affiliate **maintains 5 days** between the **EFT Deduction Date** (**not** the EFT Close Date) and the wire date of EFT monies from Bank of America (BoA) to the state’s bank account.
 - This 5 day lag for the BoA wire transfer allows for the majority of returns to be processed before the wire transfer happens.
- **Important Note: On the scheduled date for the BoA wire transfer, BoA processes the wire transfer first before processing any EFT returns.**
- EFT monies collected will include NEA, SEA and LEA (if recorded) obligation.
- It is **recommended that the state affiliate keeps a minimum balance of \$2,500 in their BoA account.** This will allow for additional returns received after the 5 days lag period.

- An exception to this recommended minimum balance would be suggested for state affiliates that will have small EFT deduction balances such as for **states that collect only PAC by EFT**. In this case, a lower minimum balance would be recommended. Consult with your NEA MMS Support contact for determining the minimum account balance.
- **Most returns are received within 3 days after the deduction occurs.** However, because the returns are received from many different banks, the number of days between deduction and the receipt of returns varies. Some banks can take a week or more to process and send returns.
- State affiliates will receive a copy of return items by fax. NEA will receive an electronic copy of return items in the ACH NACHA (National Automated Clearing House Association) format. Returns are sent at the end of each day.
- NEA processes returns automatically for all states that have their EFT Automated Returns Parameters setup at NEA. Please review the section on **Automatic Processing of EFT Returns by NEA** for more information on this.
- BoA Returns Processing Timelines:
 - When a state's EFT deductions are processed by BoA, the state affiliate's account is credited for the full amount before any returns are processed.
 - When BoA receives EFT returns, the bank immediately begins deducting money from the state affiliate's BoA account.
 - If there is not a 5 day lag time, a state affiliate's BoA account could end up with a negative balance. If this happens, BoA will send an alert to the state affiliate.
- It is recommended that reconciliations are done every month. This allows discrepancies to be found and corrected early.
- NEA suggests that the state tallies the return items received by fax and reconciles these returns with what they see in the IMS EFT Payment History.
- State affiliates should reconcile successful transactions to the amount sent to BoA.
 - **Add all automatic returns and subtract from total deposit.** The result should be the amount that is in the state affiliate's account.
 - It is important to note that any reversals done manually by the state, for reasons other than it being a returned item, should not be included in the returns for reconciling.
 - We hope to add a flag to easily distinguish Manual vs. Automatic reversals or returns. In addition, a mandatory description field will be added to record a description of the return.

BOA ACH SERVICES - RETURNED ITEMS REPORT

CR03420 013616 SITE: VA	BANK OF AMERICA, N.A. ACH SERVICES RETURNED ITEMS REPORT RTN: 0100000000 ACCT #: 4000000000	PAGE 1 DATE/TIME: 10/11/11 23:05 ** CONFIDENTIAL **
CO ID: 1300000002 CO NAME: INDIANA STATE TE ENTRY DESC: NEAEFTTRAN SEC: PPD EFF DATE: 10/11/11 CO DISC DATA: POINT: N0000000000 APPL: I0000000000 TYPE: NOTIFICATION OF CHANGE REASON CODE: C02 INCORRECT T/R NO RETURN POST DATE: 10/11/11		
-----	-----	-----
ORIG DATE	INDIVIDUAL ID	INDIVIDUAL NAME
TR	ACCOUNT	INVALID INFORMATION
		VALID INFORMATION
TC	ORIG ITEM TRACE	RETURN TRACE
	ORIGINAL PAR	RETURN PAR
-----	-----	-----

After each EFT deduction, a **BoA ACH Services-Returned Items Report** will be faxed to the state affiliate containing Return Items generated for unsuccessful deductions. The **BoA ACH Services – Returned Items Report** is faxed to each state affiliate from BoA as changes and return items are received by BoA from banks associated with member accounts.

- The Returned Items Report is used to reconcile EFT return items.
- **Note: It is important to note that the Returned Items Report will contain Changes as well as Return Items.**
 - To determine whether an entry on the report represents a change or a return item, review the **Value Code** on the report.
- **Note: The Individual ID displayed on the returns report is not the IMS Individual ID.** This field represents the Transaction ID for the return item.

eDues > Individual Search > Hot News Feedback MEMDUUP (QA) 5.7.0.091412

Individual Search

State Affiliate: NORTH CAROLINA ASSN OF EDUCATORS Ind. ID: SSN #: Alt Id:

UniServ: All First Name: Middle Name: Last Name:

Local: Select Pay Method: Select Trans Id: Name search Wild card

- The Transaction ID search field can be located right above the “Search” button in the **“Individual Payment Search”** screen. This will allow you to search for specific deduction transactions by transaction ID for review or when reversals are required for that deduction transaction.

VALUE CODE – NOTIFICATION OF CHANGE

CO ID: 1300000002 CO NAME: INDIANA STATE TE ENTRY DESC: NEAEFTTRAN SEC: PPD EFF DATE: 10/11/11 CO DISC DATA: POINT: N0000000000 APPL: I0000000000 TYPE: NOTIFICATION OF CHANGE REASON CODE: C02 INCORRECT T/R NO RETURN POST DATE: 10/11/11

ORIG DATE INDIVIDUAL ID INDIVIDUAL NAME INVALID INFORMATION TC ORIG ITEM TRACE RETURN TRACE
TR ACCOUNT VALID INFORMATION ORIGINAL PAR RETURN PAR

If a value code represents a **Notification of Change** on the report, it will begin with the **letter 'C'**.

- **No reversals** are needed for notification of changes items.
- **Notification of Change** items represent successful transactions. The bank is just providing us with the corrected information.

Notification of Change value codes are described below:

Value Code	Value Code Description
C01	Incorrect DFI (Depository Financial Institution) Account Number or Member's Bank Account is incorrect.
C02	Incorrect Bank Routing Number
C03	Incorrect Routing # and DFI Account #
C04	Incorrect Individual or Member Name
C05	Incorrect Transaction Code; member's account type (Savings/Checking) is incorrect
C06	Incorrect DFI Account # and Trans Code; account number is incorrect and transaction is being routed to the wrong type of account
C07	Incorrect Routing#, Acct # and Trans Code; routing number and account number is incorrect and transaction is being routed to the wrong type of account
C09	Incorrect Individual Identification #
C13	Addenda Format Error or invalid NACHA format; this notification of change will probably not be seen.

VALUE CODE – RETURN ITEMS

CO ID: ██████████ CO NAME: INDIANA STATE TE ENTRY DESC: NAEFTTRAN SEC: PPD EFF DATE: 10/11/11 CO DISC DATA:									
POINT: ████████ APPL: I██████ TYPE:									
RETURN REASON CODE: R03 NO ACCT/CANNOT LOCATE								RETURN POST DATE: 10/12/11	

ORIG DATE	INDIVIDUAL ID	INDIVIDUAL NAME	AMOUNT RTN	ACCOUNT NUMBER	TC	ORIG ITEM TRACE	RETURN TRACE	ORIGINAL PAR	RETURN PAR

10/11/11	4432470	██████████ IFER, D	66.37 0	██████████ 26	7	██████████	60 242	██████████	85
						DR	11	██████████	5 11
								██████████	3

If a value code represents a **Return Item** on the report, it will begin with the **letter 'R'**. Contact your MMS support person with help on reasons for return items. Return Item value codes are described below:

Value Code	Value Code Description
R01	Insufficient Funds in Member's Bank Account to cover the deduction
R02	Member's Bank Account Closed
R03	No Bank Account/Unable to Locate Bank Account
R04	Invalid Bank Account Number
R05	Improper Debit to Account; Account Number may not be valid

R06	Returned per ODFI's (Originating Depository Financial Institution) Request
R07	Authorization Revoked by Member
R08	Payment Stopped on ACH debit
R09	Uncollected Funds
R10	Customer Advises Not Authorized
R11	Check Truncation Entry Returned
R12	Branch Sold to Another DFI or Bank
R13	RDFI Not Qualified to Participate; Bank not qualified
R14	Account-holder Deceased
R15	Beneficiary Deceased
R16	Account Frozen
R17	File Record Edit Criteria; processing error
R18	Improper Effective Entry Date
R19	Amount Field Error
R20	Non Transaction Account
R21	Invalid Company Identification
R22	Invalid Individual ID Number; ID # used to identify account
R23	Credit Entry Refused by Receiver
R24	Duplicate Entry
R25	Addenda Error
R26	Mandatory Field Error
R27	Trace Number Error
R28	Routing Number Check Digit Error
R29	Corporate Cust Advises Not Authorized
R30	RDFI Not Participant in Check trunc prog
R31	Permissible Return Entry (CCD and CTX)
R32	RDFI Non-Settlement
R33	Return of XCK Entry
R34	Limited Participation DFI
R35	Return of Improper Debit Entry
R36	Return of Improper Credit Entry
R37	Source Document Presented for Payment
R38	Stop Payment on Source Document
R39	Improper Source Document
R50	State Law Affecting RCK Acceptance
R51	Item is Ineligible
R52	Stop Payment
R53	Item & ACH Entry presented for Payment

EFT RECEIPT PROCESSING

After each EFT Close, all receipts collected from EFT Deductions will be posted to FRS automatically. To find the EFT receipt batches, go to **Receipt Search under FRS Transactions**.

Important Note: We have begun to tag all Automated FRS Batches with indicators for EFT Returns, RCC Returns, **EFT Close** and RCC Close. **A field called Batch Description has been added to the Receipt**

Search screen with values for EFT Deposit Batch, EFT Returns Batch, Recurring Credit Card Deposit Batch, Recurring Credit Card Returns Batch **and** WESE Batch. This will allow you to filter and find your **EFT Close batches** easily.

EFT RETURN PROCESSING

When a return item is received by the NEA for a state affiliate, the following steps will be taken:

Receipt Date	Receipt Type	Ded #	Trans Type	Trans Id	Amount	Status	Comments	Reject Reason Code
09/12/2011	RCC	1		34811		Success		
05/17/2012	RCC	1		60638		Success	test	
10/11/2011	RCC	2		34812		Success		
11/10/2011	RCC	3		34813		Success		
12/12/2011	RCC	4		34814		Success		
01/10/2012	RCC	5		34815		Success		
03/12/2012	RCC	7		34817		Success		

- A reversal of the deduction amount returned will be processed automatically. This EFT Reverse Deduction removes the specific deduction from the member’s deduction profile and updates the Deduction History. Review the reversal under **EFT Deduction History** for the individual.

Details	Billable Party	User Id	Pay Category	Amount	Ref #	Ref Date	Mshp Yr	Description	Batch #	Batch Date	ProcDate
	CROWN POINT EA	1A01	EFT	-\$391.40		10/17/2011	2012	EFT Return Process	13781	10/17/2011	10/17/2011

- A negative EFT receipt will be created, posted and processed for the billable party in question. To review EFT Return Receipt batches, go to **Receipt Search under FRS Transactions**.
 - **Important Note:** We have begun to tag all Automated FRS Batches with indicators for **EFT Auto Returns, RCC (Credit Card) Auto Returns, EFT Close and RCC (Credit Card) Close**. A field called **Batch Reference** will be added to the **Receipt Search** soon with values for EFT Auto Returns and RCC Auto Returns. This will allow you to filter and find these batches easily.
- The returned EFT deduction amount will be handled automatically by NEA based on instructions given to the NEA. (See the **Automatic Processing of EFT Returns by NEA** section of this user guide for more information).
- The Account Profile will be ended **only** for the following return codes:
 - **R02** (Member's Bank Account Closed)
 - **R03** (No Bank Account/Unable to Locate Bank Account)
 - **R04** (Invalid Bank Account Number)
 - **R12** (Branch Sold to Another DFI or Bank)
 - **R13** (RDFI Not Qualified to Participate; Bank not qualified)
 - **R14** (Account Holder Deceased)
 - **R15** (Beneficiary Deceased)
 - **R16** (Account Frozen)
- The Account Numbers and Routing Numbers will be corrected only for notification of changes.
 - **Note:** You may access the history of Account Profile changes from eDues > Individual Search > Account Profile > History.

EFT PAC

EFT only PAC is no longer allowed in the 2013 membership year. EFT only PAC has been converted and must reside as part of a membership. The EFT only PAC screen will no longer be available.

EFT EXPRESS

Electronic Funds Transfer (EFT) Express is a module within the **Interactive Membership Services (IMS)** System that provides a rapid data entry vehicle for processing:

- **EFT Banking Profiles**
- **EFT Member Account Profiles**
- **EFT Deduction Profiles** – requires an additional request to have the **EFT Schedule Process** run to change payment methods to EFT and create deduction profiles

The EFT Express module was created as a tool to assist in the replacement of Payroll Deduction dues collection or any other dues collection payment method with the collection of dues using **Electronic Funds Transfer or EFT**.

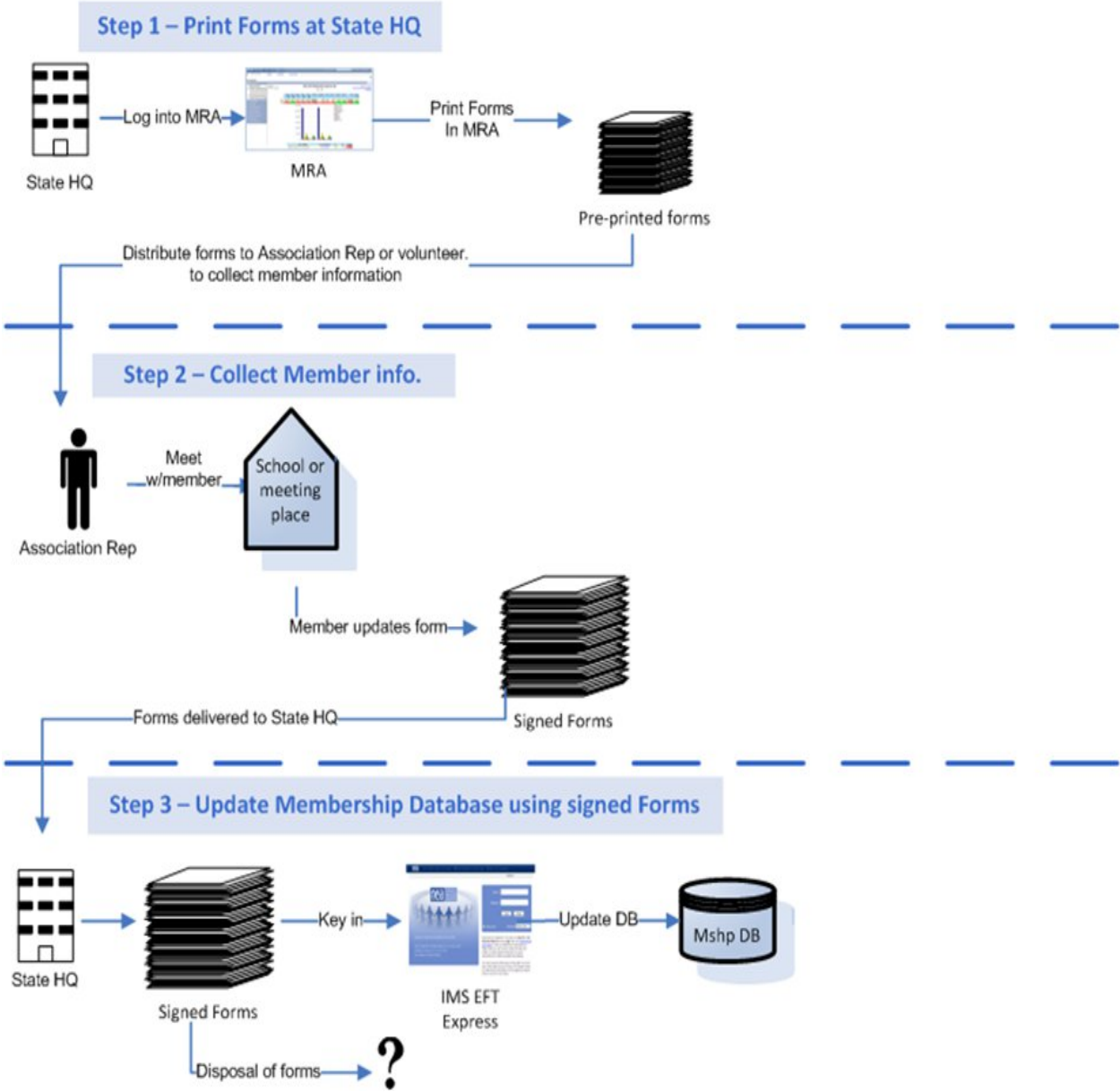
The EFT profiles created using EFT Express are processed for existing members only. EFT Express cannot be used for adding new members.

The subsystem module will be used by Affiliates to collect Banking Information for members who have agreed to the payment of dues monies using Electronic Funds Transfer. The information collected using the EFT Express module is entered and saved by the user with real-time update to the Membership database. This screen can also be used to collect and update home phone and email information for those same members.

This user guide will demonstrate the requisite steps for using this tool to collect member and banking information including the following:

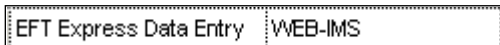
- Demonstrate how to access EFT Express in IMS
- Review the data element fields on the EFT Express page
- Provide instructions on how to enter and save EFT information on the page
- Provide a check tutorial to aid in identifying pertinent bank and account information
- Provide a work flow diagram to help in organizing your efforts in the field

WORK FLOW FOR PAPER FORM AND EFT EXPRESS



EFT EXPRESS SECURITY

A new EFT Express security group has been created that can be assigned to specific users giving them access only to EFT Express and no other IMS subsystem modules. This will allow a state affiliate to give field staff access to EFT Express and nothing else in IMS. The special IMS security group giving access to EFT Express only is called **EFT Express Data Entry**.

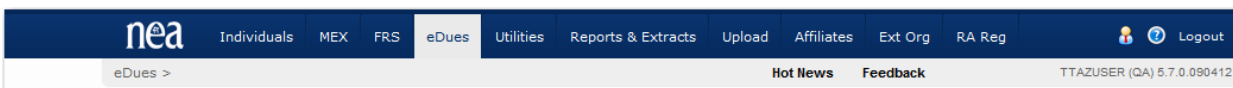


Note: Generally, if a user already has security access to EFT in IMS, they will have access to EFT Express.

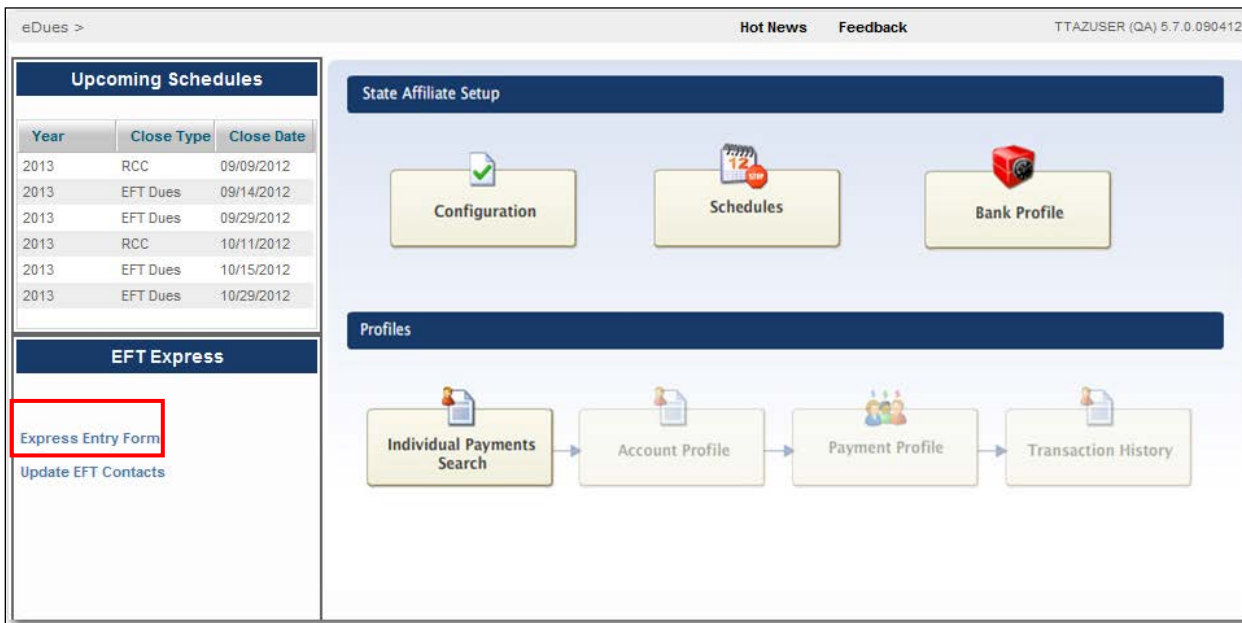
For Users with EFT Express Data Entry only: Click the **EFT Express** tab from the IMS Navigation bar. The **EFT Express main page** will be displayed.



For Users with IMS EFT User Access: Click the **eDues** tab from the IMS Navigation bar.



Next, click the **Express Entry Form** link under **EFT Express** on the **eDues** Landing page. The **EFT Express main page** will be displayed.



EFT EXPRESS PROCESSING

The screenshot shows the EFT Express interface. At the top, it says 'Electronic Funds Transfer Express >' and 'Feedback TTIAUSER (QA) 5.1.1.032511v2'. The main heading is 'EFT Express'. There are three buttons: '+ Add', 'Export', and 'Search'. Below the buttons is a table with columns: 'Indv ID.', 'Name', 'Routing #', 'Account #', 'Bank Name', '# of Deduction', 'Deduction Amt', and 'Mshp ID'.

Data entry using EFT Express is organized into batches. Each day, a new batch will be created for the user when EFT Profile records are entered and saved in EFT Express.

The **EFT Express main page** acts as a grid to display records as they are added to the database. There are 3 buttons to aid in the entry and review of the EFT Profile records.

- Click the **+ Add** button to begin updating EFT profiles for individuals.
- Click the **Export** button to export and save the updated records in the grid to an Excel spreadsheet.
- Click the **Search** button to search for existing batches of previously updated records. The previously updated records will be displayed in the grid.

It is recommended that the **MRA Form MSFM2000 – eDues Forms** be produced to collect Banking Information for members who have agreed to the payment of dues monies using Electronic Funds Transfer. Have each member fill out their form with updated personal and bank/account information. Acquire a voided check and staple the check to the form. Have the member sign and date the form after reading the disclaimer language.

Association data is confidential and should be viewed only by authorized users. Users who access this data are responsible for maintaining its confidentiality. Protect the use and storage of this data.

Note: When the MRA eDues Forms are produced and sent by email to the field staff, it is critical that the files are **password protected**. The file utility called **WinZip** can be used to zip the file with encryption and password protection. The zipped file can then be sent in one email and the password can be sent in another email or the password can be faxed to the recipient of the file.

Note: Do not use the MRA option of delivering the forms by email as password protecting that file is not currently an option from MRA.

We strongly recommend that you do **not** use the MRA spreadsheet, **MSFM2100 –Membership Roster for eDues Enrollment** because of security concerns.

EFT EXPRESS BATCH MAINTENANCE

A batch is created automatically and is defined uniquely for the user and the date of data entry. A batch is defined or named using current date and the user ID for the user making the updates.

The batch is created in the following format: **YYYYMMDD-User ID**, for example **20110324-TTIAUSER**.

CREATE A BATCH

To create a batch for the day, just click on the **+ Add** button. The **Individual Account Details** screen will be displayed.

At the top of the page, the uniquely defined batch ID is presented. You are now ready to begin updating EFT profiles for existing members. **Note:** At least one record must be saved to create the batch.

SEARCH FOR A BATCH

To search for an existing batch, click on the **Search** button from the **EFT Express main page**.

An **EFT Express Search** popup will be displayed allowing you to enter a specific batch or a date range to see batches unique to your user ID across a date range using Start and End Dates.

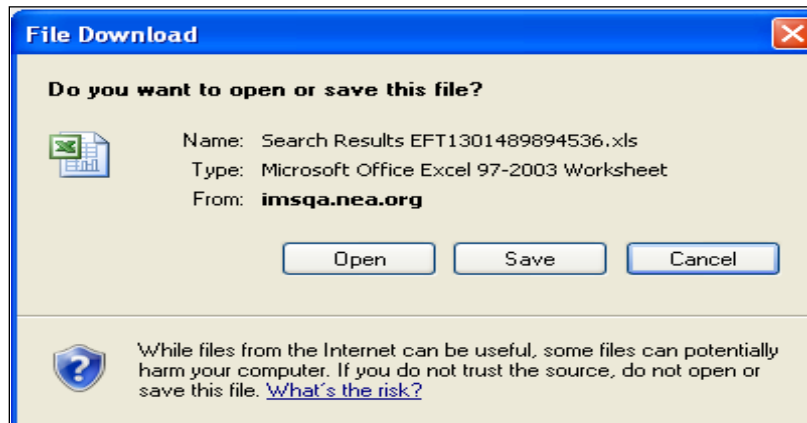
- The search default for **Batch #** will be today's batch by User ID.
- **State** will default to the state affiliate associated with your User ID.
- **Start Date/End Date** must be valid dates in MM/DD/YYYY format. These dates represent a batch creation date range for searching and retrieving batches. **Note:** Be sure to remove the default Batch # when searching by Start/End Dates.

Click the **Search** button to initiate a batch search.

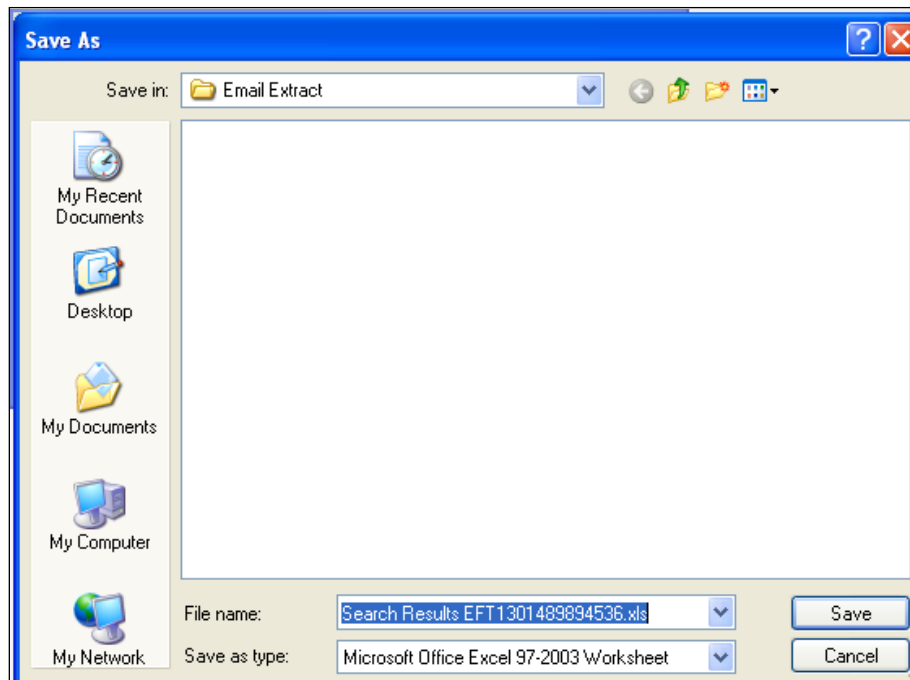
Click the **Reset** button to reset or clear search criteria.

EXPORT A BATCH

To export and save the data in a batch to an Excel spreadsheet, just click on the **Export** button. The **File Download** popup will be displayed.



Click the button and the **Save As** popup will be displayed. Select a file save location, change the file name and click again.



The spreadsheet can now be opened in Excel.

EFT INDIVIDUAL ACCOUNT DETAILS SCREEN

Below is a view of the **EFT Express** data entry or **Individual Account Details** screen used for updating EFT profiles.

Individual Account Details

Mshp Yr: FY CY Batch Id: 20110323-TTIAUSER

Save Save & New

* Individual Id:

Membership Id:

* Bank Routing #:

* Bank Account #:

* Confirm Bank Account #:

of Deduction:

Deduction Amount:

Home Phone:

Home Email:

Home Address:

* - required
 *Ctrl+S - Save Ctrl+A - Save & New

DATA ENTRY

The **Individual Accounts Detail** screen is used to gather bank and account information for the member as well as Home Phone and Home Email. Home Address is a display only field now but will be an update option in the future.

*** - required** - Required fields have a red asterisk next to the field label and must be entered.

It is critical to obtain the Bank Name, Bank Routing Number and Bank Account Number for each member.

Updates are real time with the data applied to the Membership database at the time of the Save operation. After the save operation, an EFT Account Profile is created. If the Bank does not yet have a profile created in IMS and a valid Bank Routing Number is entered with the Bank Name, the Banking Profile is added.

An additional step is required to have the **EFT Deduction Profile** created. Once EFT Express has been used to create the EFT account profiles, a request must be made to the NEA to have the **EFT Schedule Process** run.

The requirement for NEA to run the **EFT Schedule Process** is temporary to allow the monitoring of updates to the Membership database. In the future, the EFT Schedule Process will be a BJS server job that can be run as needed by the state affiliate.

The **EFT Schedule Process** will change the payment method to EFT and create the EFT Deduction Profiles for individuals entered via EFT Express. The outstanding EFT balance for the Deduction Profiles will be calculated in one of two ways:

- If the **# of Deductions** and **Deduction Amount** were entered in EFT Express, these figures will be used in place of the system calculation for creating the Deduction Profile. The Total EFT Obligation will be calculated by multiplying # of Deductions and Deduction Amount.
- The second option is the system calculation with the outstanding **EFT balance** calculated by multiplying the **Total Membership Obligation** by the **Balance Due %**.
 - The **Balance Due %** is calculated in the following way: FRS Receipts (or Obligation Paid) are subtracted from the FRS Total Obligation Due for the local. After subtracting the obligation paid, the remainder is the obligation that is still due. This amount is then divided by the Total Obligation for the local giving the **Balance Due %**.
 - The **# of Deductions** will be determined by the EFT Close Schedule for the state. **Deduction Amount** will be calculated by dividing the EFT Balance by the # of Deductions.

Contact your NEA Membership Support contact when you want to have the **EFT Schedule Process** run.

After entering all required data on the Individual Account Details screen, click one of the following buttons:

- Click the **Save & New** button (or Cntl+A) to save the current record and open a new blank Individual Account Details record for entering your next record or
- Click the **Save** button (or Cntl+S) to save the current record and maintain the display of the current record.

A successful save confirmation message will be displayed.

The screenshot shows a web form titled "Individual Account Details" with a close button (X) in the top right corner. At the top, there are radio buttons for "FY" and "CY" (selected), and a "Batch Id" field containing "20110330-TTHUSER". To the right of the batch ID are two buttons: "Save" and "Save & New". A green message "Saved successfully." is displayed in the center. Below this, the form contains several fields:

- * Individual ID: 0007472434 (highlighted in yellow) MARTHA R WASHINGTON
- Membership ID: [empty field]
- * Bank Routing #: 053110633 BANK OF GRANITE
- * Bank Account #: XXXXXXXX4567
- * Confirm Bank Account #: 1234567
- # of Deductions: [empty field]
- Deduction Amount: [empty field]
- Home Phone: 203-999-8888
- Home Email: mwashington25@aol.com
- Home Address: 123 ANY STREET, ANY TOWN CT 06705-3657

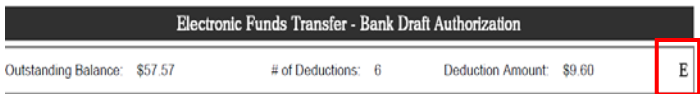
 At the bottom left, there is a legend: "* - required" and "Ctrl+S" - Save Ctrl+A - Save & New".

SCREEN FIELD ELEMENTS

Screen Field Elements are described below:

Description

Mshp Yr	<p>Select the membership year for the processing of EFT profiles by clicking on the proper radio button or leave the default value of CY or Current Year.</p> <p>Selection choices are FY (Future Year) or CY (Current Year).</p> <p>Required Field.</p>
Batch Id	<p>The batch ID for the batch being processed is displayed.</p>
Individual ID	<p>Enter the Individual ID for the member.</p> <p>After an individual ID is entered and the user tabs away from the field, the system will check to make sure an effective membership exists for the Membership Year and your State Affiliate (associated with your user ID). If not, you will get the following message:</p> <p><i>This individual doesn't have an effective membership in Iowa State Education Association.</i> The record cannot be saved unless the individual has an effective membership in the membership year and associated State Affiliate.</p> <p>Required Field.</p>
Membership ID	<p>Enter the Membership ID for the member.</p> <p>This is an Optional Field unless the individual has multiple or dual memberships. If dual memberships exist for the individual, the field becomes Required.</p>
Bank Routing #	<p>Enter the Bank Routing Number for the bank used by the member for Electronic Funds Transfer.</p> <p>Bank Routing #s are 9-digits. The Bank Routing # keyed is run through an algorithm to determine if it is valid.</p> <ul style="list-style-type: none"> • If the Bank Routing # is invalid, an error message will be displayed and the number will have to be re-keyed. • If the Bank Routing # is valid, when the user tabs from the field the Bank Name will be displayed to the right. • If the Bank Routing # is valid but the Bank does not exist, the field for entering Bank Name will open allowing you to enter the new Bank Name. When the record is saved, a new Bank Profile will be created in the Membership database. The Bank Name is required to add a new Bank Profile. <p>Required Field.</p> <p>To identify the location of the Bank Routing Number, refer to the Personal Check Tutorial section as needed.</p>

<p>Bank Account #</p>	<p>Enter the Bank Account Number for the member to be used for Electronic Funds Transfer.</p> <p>Required Field.</p> <p>To identify the Bank Account #, refer to the Personal Check Tutorial section as needed.</p> <p>After entry, the Bank Account # will be masked except for the last 4 digits.</p>
<p>Confirm Bank Account #</p>	<p>Enter the Bank Account Number a second time to confirm that it was keyed correctly. Keying the correct Bank Account # is critical.</p> <p>You cannot use copy and paste from the first Bank Account # field.</p> <p>Required Field.</p>
<p># of Deductions</p>	<p>If the # of Deductions field on the Form is populated, enter the Number of Deductions. Valid Number of Deduction values are from 1 – 26.</p> <p>When the # of Deductions is entered here, the value will be stored in a temporary table to be used when the membership payment method is changed to EFT and the EFT Schedule Process has been run.</p> <p>An entry here will override the system calculation of # of Deductions when the EFT Schedule Process is run.</p> <p>Note: Look for the 'E' printed on the form. If printed, the # of Deductions should be entered.</p>  <p>Optional Field.</p>
<p>Deduction Amount</p>	<p>If the # of Deductions field on the Form is populated, enter the Deduction Amount.</p> <p>When the Deduction Amount is entered here, the value will be stored in a temporary table to be used when the membership payment method is changed to EFT and the EFT Schedule Process has been run.</p> <p>An entry here will override the system calculation of Deduction Amount when the EFT Schedule Process is run.</p> <p>Note: Look for the 'E' printed on the form. If printed, the Deduction Amount should be entered.</p>

	<p style="text-align: center;">Electronic Funds Transfer - Bank Draft Authorization</p> <p>Outstanding Balance: \$57.57 # of Deductions: 6 Deduction Amount: \$9.60 E</p> <p>Optional Field</p>
Home Phone	<p>Displays the Home Phone Number for the member, if existing.</p> <p>Home Phone Number can be updated and the entry will be applied to the member's record at the time of save.</p> <p>Optional Field</p>
Home Email	<p>Displays the Home Email for the member, if existing.</p> <p>Home Email can be updated and the entry will be applied to the member's record at the time of save.</p> <p>Optional Field</p>
Home Address	<p>Displays the Home Address for the member.</p> <p>Display Only Field</p>

RCC

This section is devoted to RCC specific information including steps to offer RCC, RCC Individual Profiles, ending RCC Individual Profiles and to find RCC receipt batches in FRS.

RCC - USE IS NOT ENCOURAGED BY NEA

The NEA is not encouraging the use of credit cards.

1. It is harder to enroll members because we are not permitted to collect or store the credit card numbers. We must ask the members to use the member self-enrollment site to store their credit card numbers at Bank of America. The member has to be motivated to go the member self-enrollment site and to record their information.
2. Credit cards expire every 2-3 years, requiring the association to ask the member to re-enroll periodically.
3. Credit cards cost more. The NEA pays 5 cents per transaction for EFT. Credit cards start with a base charge of 30 to 35 cents per transaction (depending on the volume). There are additional charges by each financial institution involved in a credit card transaction. The state association pays for members who use a credit card with a points program. The cost of the points program is deducted from the state association's receipts. The net effect is that the state affiliates pay bank fees of approximately 2%-4% of the transaction amount for each credit card transaction.
4. Credit card transactions experience a higher rejected rate than EFT. Our first batches of credit card transactions experienced a 10-11% reject rate; Industry standard is 6-7%. We are currently experiencing about a 6 ½ % error rate.

REQUIRED STEPS TO OFFER THE PAYMENT METHOD OF RECURRING CREDIT CARD (RCC)

The information below is to help state affiliates in transitioning members to Recurring Credit Card from Payroll Deduction or any other pay method for the collection of Dues/PAC obligation.

Credit card processing is much more complicated than EFT. We are using Bank of America to process credit cards so that the NEA and the affiliates do not have to incur the expense and liability of being Payment Card Industry (PCI) compliant. The PCI compliance standards are a set of security procedures and infrastructure that must be implemented by any business entity that intends to accept and store credit card information. The purpose of the standards is to ensure the protection and security of the credit card data.

We are using Bank of America to collect and store the credit card data which relieves us from being PCI compliant. However, using Bank of America as the repository for credit card information complicates the process for changing members' payment method and maintaining member credit card account information.

1. Contact your NEA MMS State Contact to sign up for the program.
2. The initial set up required to begin using Recurring Credit Card (RCC) as a payment method option takes 6 to 8 weeks.
3. State must set up a Members Only website if they do not already have one. For added security, the Member Self Enroll site must be launched from the Members Only site. Each state will be given a specific URL for the launch.
 - a. When credit card information is collected, the site will seamlessly transfer to Bank of America (BoA) for the collection and storage of credit card information.

4. There are two forms that must be completed and returned to your NEA MMS State Contact. These forms are available for download on the InsideNEA site under eDues.
 - a. The forms will be used to set up a Merchant Account and Merchant ID for the state affiliate in order to collect credit card receipts.
 - i. It takes 6-8 weeks from the time the paperwork is submitted to BoA before they can start accepting member data from the NEA membership database and before members can change to the RCC payment method.
 - b. The two forms are:
 - i. Deposit Account Documentation Signature Card
 - ii. Additional Outlet Form
 - c. Complete and have the appropriate person(s) sign the two forms.
 - d. On the Additional Outlet Form, you need to fill out only the Tell Us About Your Business section and sign at the bottom of page two (refer to the RCC-Instructions to States document for more information).
 - e. Please scan the forms and return the forms to the NEA via encrypted email attachment. Please also include an electronic copy of your state logo in the email.
 - f. The NEA will pay the account setup fees with BoA for all participating states.
 - g. After receipt of forms and state logo, the NEA will forward the documents to BoA and work with them to provide access to the Member Self Enroll site.
 - h. The state will be contacted when the access is in place. At that time, you will be provided your Merchant ID.
5. If your state has not already done so, populate the local level of membership with dues obligation assigned in IMS. Contact your NEA MMS State Contact if help is needed.
6. If a state is not already reporting by payment method in FRS, change from All Inclusive to report out by payment method. Contact your NEA MMS State Contact if help is needed.
7. If a state plans to conduct work site campaigns, populate work locations for your members. The work location will appear on forms and can be used as selection criteria. Contact your NEA MMS State Contact if help is needed.
8. Collect non-work email addresses for all members. Your state may have a requirement that prohibits member contact by work email address.
9. Collect home phone or personal phone numbers for all members. Your state may have a requirement that prohibits member contact by work phone.
10. Make sure that all members have a home address. The home address zip code is used as part of the login process on the Member Self Enroll site.
11. If your state is changing from another payment method to RCC mid-year, determine what obligation or percent of obligation has already been collected using the other payment method.
12. If desired, work with NEA staff on a custom MRA form early. It will take 2 to 3 weeks for the form to be created and tested.

REMITTANCE PROCESS – STORING LAST 4 DIGITS OF CREDIT CARD

The NEA stores the last 4 digits of the credit card used for each Recurring Credit Card (RCC) transaction. We have found that the credit card used for a transaction may not always be the credit card (last 4 digits) stored in the member's profile at the NEA. BoA can store multiple active credit cards. By storing the last 4 digits of the credit card used in a transaction, this will always reflect accurately the credit card used. This information can be used for research purposes and for reporting.

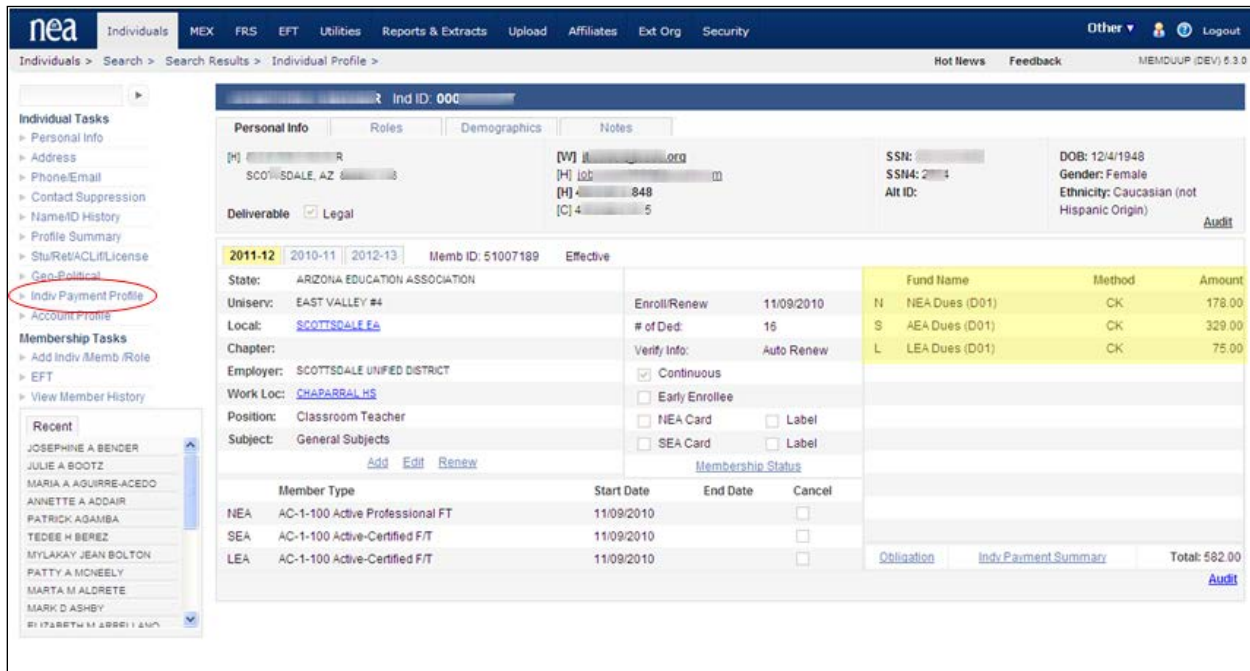
CHECK/CASH INSTALLMENTS

This section of the user guide provides the steps necessary to record and account for check or cash payments paid in installments across the membership year. With this option, a member can agree to a schedule of payments that works for them. You will also find instructions for recording a cash or check payment for EFT or RCC payers.

ESTABLISH SCHEDULED PAYMENT BY CHECK OR CASH INSTALLMENTS

- The member can pick the number of installments to be paid.
- The member can determine their own schedule for paying the check or cash installments.
- In the future, state affiliates will be able to send automated bills to members based on the Payment Schedule.

The first step is to establish the payment method of Check or Cash for the membership. The payment method used for the Payment Profile must be reflected in the membership obligation.



The screenshot displays the NEA Individual Profile page for a member with ID 000. The left sidebar contains a navigation menu with the following items: Individual Tasks (Personal Info, Address, Phone/Email, Contact Suppression, NameID History, Profile Summary, Stu/Ret/ACL/ILicense, **Geo/Political**, **Indiv Payment Profile**, Account Profile), Membership Tasks (Add Indiv/Memb/Role, EFT, View Member History), and a Recent list of names. The main content area shows personal information, roles, demographics, and notes. Below this, there is a table of membership obligations for the 2011-12 year, with columns for Fund Name, Method, and Amount. The table lists NEA Dues (D01), AEA Dues (D01), and LEA Dues (D01) with amounts of 178.00, 329.00, and 75.00 respectively. The total obligation is 582.00.

Year	2010-11	2011-12	2012-13	Memb ID: 51007189	Effective
State:	ARIZONA EDUCATION ASSOCIATION				
Uniserv:	EAST VALLEY #4		Enroll/Renew	11/09/2010	
Local:	SCOTTSDALE EA		# of Ded:	16	
Chapter:			Verify Info:	Auto Renew	
Employer:	SCOTTSDALE UNIFIED DISTRICT		<input checked="" type="checkbox"/> Continuous <input type="checkbox"/> Early Enrollee <input type="checkbox"/> NEA Card <input type="checkbox"/> Label <input type="checkbox"/> SEA Card <input type="checkbox"/> Label		
Work Loc:	CHAPARRAL HS				
Position:	Classroom Teacher				
Subject:	General Subjects				
Member Type	Start Date	End Date	Cancel		
NEA AC-1-100 Active Professional FT	11/09/2010		<input type="checkbox"/>		
SEA AC-1-100 Active-Certified F/T	11/09/2010		<input type="checkbox"/>		
LEA AC-1-100 Active-Certified F/T	11/09/2010		<input type="checkbox"/>		
	Obligation	Indiv Payment Summary	Total:	582.00	

The next step is to create and save an **Individual Payment Profile** for the member paying by Check or Cash installments. Search for a member and click the [Indiv Payment Profile](#) link from the main **Individual Profile** page.

Individual Payment Profile Billing data saved successfully

State: ARIZONA EDUCATION ASSOCIATION Year: 11-12 [CY] Get Profiles New Save Reset

Available Profiles: CK-0000

Membership: SCOTTSDALE EA | AC-1-100 | AC-1-100 Year: 2012 Pay Method: Check

Profile Name: CK-0000 Start Date: 12/06/2011 End Date: End Reason:

Fund Type	Fund Name	Amount
LEA	LEA Dues	75.00
NEA	NEA Dues	178.00
SEA	AEA Dues	329.00

Payment Schedule

Amount:

Total Due: 582 Total YTD Collected: 0.00 Refund: 0.00

Rejected: 0.00 Remaining: 582

Scheduling:

of Deductions: 0 Completed # of Deductions: 0

Remaining # of Deductions: 0 No of Returns/Rejects: 0

No of Consecutive Returns/Rejects: 0

Note: In order to create the Individual Payment Profile, the payment method used for the profile must be reflected in the membership obligation (Check or Cash).

- The **State** Affiliate field will default to the state affiliate associated with your login ID.
- Review the membership **Year**. Use the drop-down box to make selection changes if needed.

Now, click the **New** button to create a new Payment Profile of Check or Cash for the member.

- Select the **Membership** for payment from the drop-down box. It includes the Local Name and membership types.
- Select the **Pay Method** of **Check** or **Cash** from the drop-down box. The **Funds** obligation displayed in grid reflects the obligation defined for this payment method.

Finally, click the **Save** button to create the new Individual Payment Profile.

PAYMENT SCHEDULE

After setting up an **Individual Payment Profile** for check or cash payments, a **Payment Schedule** can be established for the member based on member preferences.

The schedule can be defined as one or multiple check payment installments and can be defined for any business day of the month or any month within the membership year.

From the Individual Payment Profile created for Check or Cash, click the **Payment Schedule** button. The **Payment Schedule** popup will be displayed.

Sequence	Date	Receipt Amount	Refund Amount	Status
1	12/07/2011	0.00	0.00	Schedu ▾

Click the **Add** button to schedule each check or cash installment **Date** for payment.

- The **Sequence** number will default to 1 and continue to increment by one for each new date.
- The first Schedule **Date** will default to current date but can be changed to another valid date based on the member's preference. The system will add one month to each new schedule date row unless defined differently by the user.
- Enter the **Receipt Amount** for Check/Cash Amount to be paid in this installment sequence or leave blank and use the **Auto Distribute** feature to populate the field.
- The **Status** will default to 'Scheduled'.

Continue to click the **Add** button to schedule each check or cash installment. The receipts if entered manually should add up under **Scheduled Amount** to match the total obligation maintained for the payment method.

The system will recognize common threads established between Schedule Dates and auto-populate the dates accordingly. For example:

- If 2 months were skipped between the 1st and 2nd Sequence number, when you click the **Add** button to create the 3rd Sequence number, the system will automatically skip 2 months on the default Schedule **Date**.

- If the Schedule **Date** is changed to a specific day of the month such as the 15th, the system will automatically populate the 15th of each month for each new schedule date.

To use the **Auto Distribute** feature:

Auto Distribute

After entering all Schedule Dates, click the **Auto Distribute** button to distribute the total obligation by payment method equally across the Schedule Dates.

Modifications to receipt amounts can be made after Auto Distributing the obligation across Schedule Dates by manually clicking in the **Receipt Amount** field and changing the amount.

Payment Schedule: Ind ID : 001

Save Add

Sequence	Date	Receipt Amount	Refund Amount	Status
1	01/15/2011	145.50	0.00	Scheduled
2	04/15/2011	145.50	0.00	Scheduled
3	07/15/2011	145.50	0.00	Scheduled
4	10/15/2011	145.50	0.00	Scheduled

Total Amounts

Completed Payment Amount:	0.00		
Pending Amount:	0.00		
Scheduled Amount:	582.00		
Refund Amount:	(0.00)		
Skipped Amount:	0.00	Rejected Amount:	0.00
Total Amount:		582.00	Total Obligation Amount: 582
Amount to AutoDistribute:		0.00	AutoDistribute Revert Changes

Review the payment schedule. Click the **Save** button to save the Payment Schedule or click the **Revert Changes** button to clear the screen updates.

Modifications can be made to the Payment Schedule after saving by manually clicking in the fields and changing the value.

If the scheduled payment amounts do not add up to the total obligation amount, an error or warning message will be presented and the schedule must be adjusted.

If the save is successful, a successful update message will be displayed.

SKIP CHECK INSTALLMENT

Sequence	Date	Receipt Amount	Refund Amount	Status
1	1/15/2011	145.00	0.00	Scheduled
				Skipped
				Scheduled

If a member would like to skip a check installment payment, the schedule can be modified to show this. From the Payment Schedule popup, click on the Status drop-down and change the Scheduled to **Skipped**. This modification can only be made if the Status is **Scheduled** not Completed.

NEA PAC COLLECTION

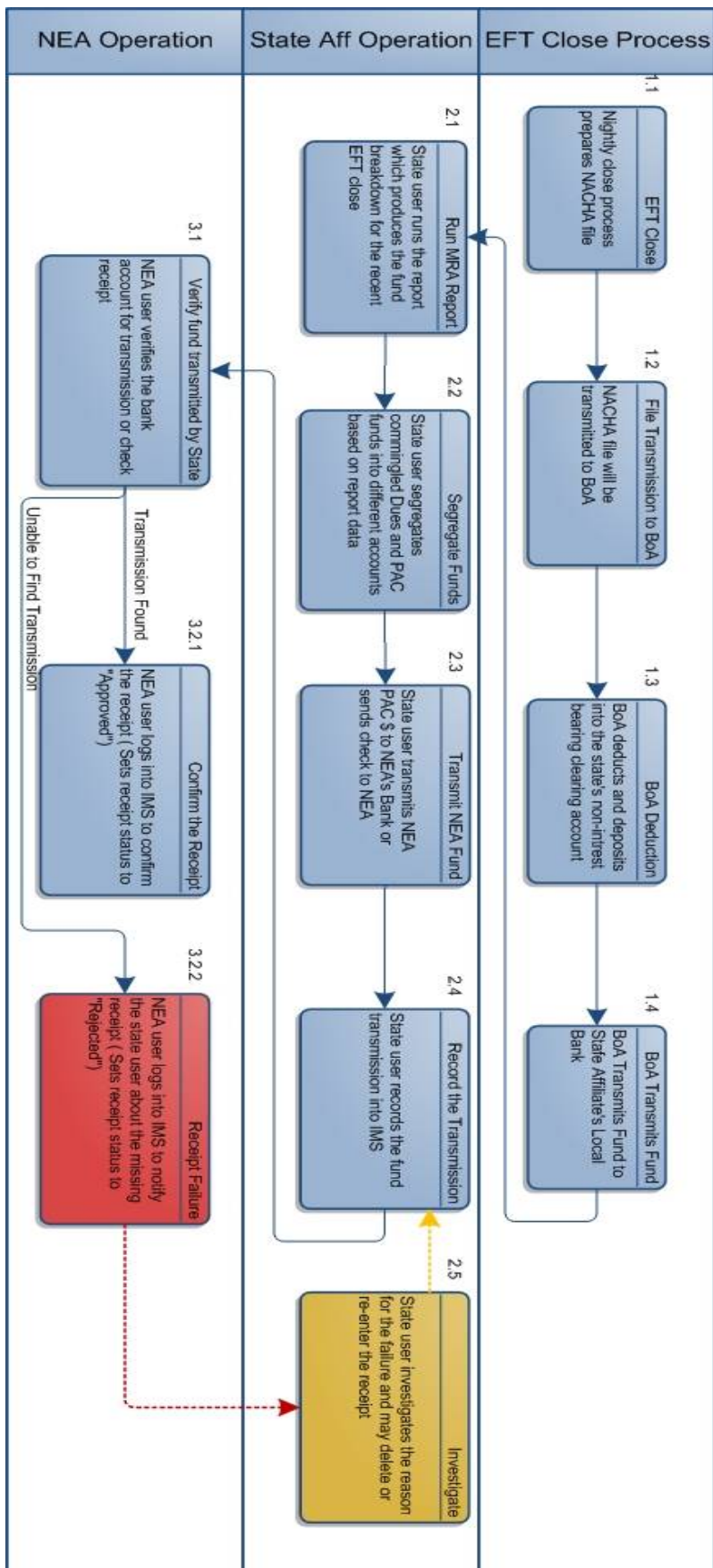
The old EFT system was capable of sending PAC and Dues deductions to different bank accounts. This has been changed in the 2012-2013 membership year where both Dues and PAC deductions will be consolidated and will be deducted in a single transaction. The members will therefore see only one transaction on their bank statements and they will not incur multiple penalties in the case of Insufficient Funds (NSF) failures. The Dues and PAC are comingled and deposited in a **non-interest bearing clearing account**. The amounts will be segregated and transferred to appropriate accounts by the state staff after running the **INDP1010 MRA Report** (Individual Payments Distribution Summary by Funds for Projected and Successful Transactions).

The collected NEA PAC must be reported to the Federal Election Commission due to federal regulations within a month. **NEA will not bill the state affiliates to collect the NEA PAC.** A new module within IMS has been developed to track the NEA PAC transfers from the affiliates to NEA.

NEA PAC Transaction Process Flow Diagram

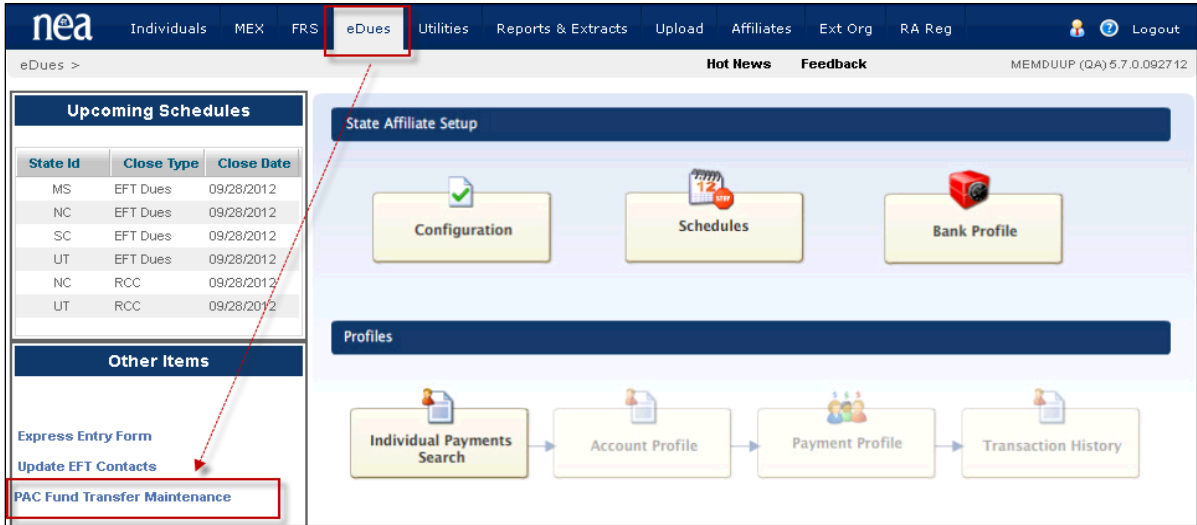


Process Flow : NEA & State Affiliate Manages NEA PAC Fund

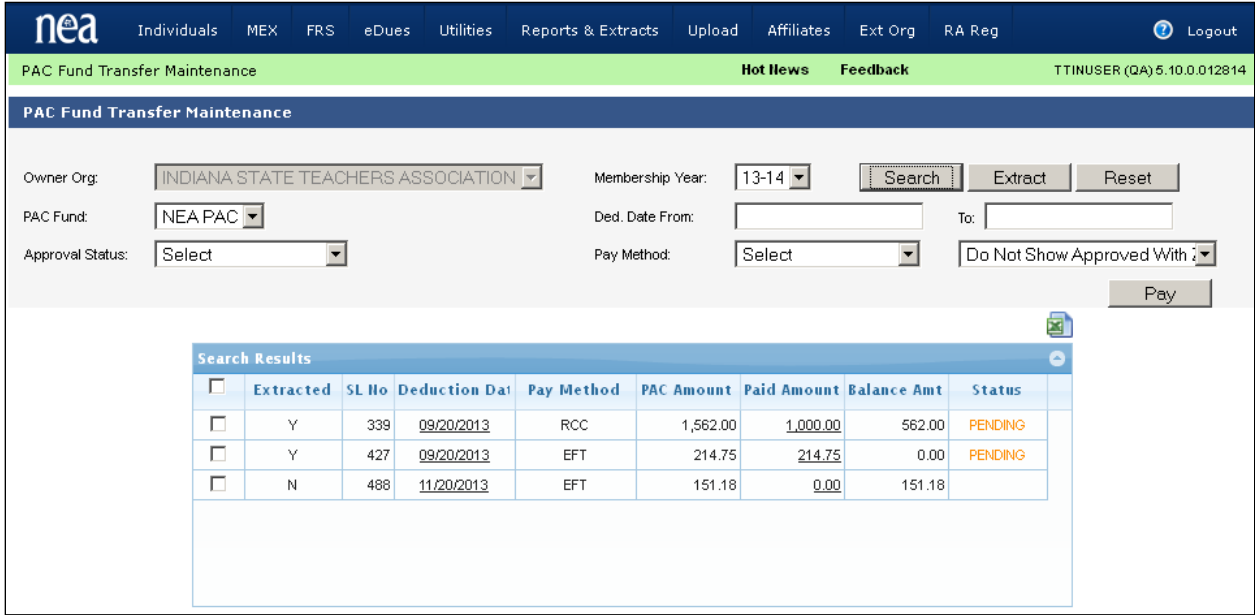


NEA PAC FUND TRANSFER

To access **NEA PAC Fund Transfer Maintenance**, click the PAC Fund Transfer Maintenance link on the eDues Landing page under **Other Items**.



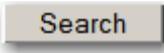
When the state affiliate user accesses the **PAC Fund Transfer Maintenance** screen, they will see the deduction dates and the NEA PAC deposited amounts in the screen for the membership year. The state user will then transmit the fund amount to NEA’s bank account and record that transmittal in this screen by clicking the **“Pay”** button. Once the state user enters the payment, the NEA user will see a **“Pending”** receipt. The NEA user will then verify the deposit and approve the receipt. The screen is described in the section below.



NEA PAC Fund Transfer Maintenance Screen for State Affiliates

The above screen will be accessed by the state affiliate user to review the NEA PAC deposited in the state's bank account and to record NEA PAC payments transmitted to NEA.



- **Search Section** - The top section of the screen displays the search filters for the **Search Results** grid below.
 - **Owner Organization** defaults to the state affiliate associated with your user ID. An NEA user will select a state affiliate from the dropdown list.
 - **Membership Year** defaults to current year but can be changed to Prior Year or Future Year.
 - **PAC Fund** defaults to NEA PAC. At this time, only NEA PAC can be selected.
 - **Show Unapproved/Balance** defaults to checked or selected. Checking this checkbox would not list all Approved rows with zero balance.
 - **Deduction Date Range** will allow the user to filter for deduction transactions between a **From** and **To** date range.
 - **Approval Status** will allow the user to list the deductions by status. Possible values are **Approved, Pending** or **Rejected**.
 - **Pay Method** will allow the user to filter the deduction transactions by pay method. Possible values are payment types accepted through the Individual Payment Subsystem and used by the state affiliate.
 - **Additional Filter** to filter transactions. Available options are: **Show All Rows, Show Extracted Rows, Show Approved With Zero Balance** and **Do Not Show Approved With Zero Balance (defaulted)**.

After entering selection criteria, click the  button.

- **Search Results Section**
 - **Extracted** reflects if the line with PAC amount has been extracted and filed with FEC
 - **SL No** is the internal key used by the system
 - **Deduction Date** reflects the Deduction Date for the PAC collection and can be clicked to see a detail roster of the Member Individual ID/Name, Deduction Date, Payment Method and what that member paid displayed in Excel.

A	B	C	D	E	F	G	H	I	J	K
Individual Id	SSN	First Nam	Middle N	Last Name	Zip Code	PAC Amt	Received Date	Payment	State Affiliate	
123456789	123456789	NAME		CREI	852	3.5	8/17/2012	CC		

- **Pay Method** displays the payment method used to collect the PAC monies for that deduction date.
- **PAC Amount** displays the PAC amount collected for that Deduction Date and by that payment method.
- **Paid Amount** displays the PAC amount paid or sent by the state to NEA. The Paid Amount link can be clicked to see the Payment Detail (list of all transmissions).
- **Balance** reflects the balance of PAC money that has not been paid to the NEA for that Deduction Date.
- **Status** reflects the status of the overall payments for a particular deduction date to alert the state user.

- If any one of the payments is rejected for a particular deduction date, the status of this record will be set to **Rejected**.
 - If all of the payments are approved for a particular deduction date, the status of this record will be set to **Approved**.
 - If all of the payments are either approved or pending for a particular deduction date, the status of this record will be set to **Pending**.
-  User clicks the Pay button to enter any payments sent to NEA. Payment entry screen will not appear if there is no balance in this screen.
 -  Clicking the Excel icon will export the search results data to an Excel document.

PAC PAYMENT ENTRY SCREEN FOR STATE AFFILIATES

The **PAC Payment screen** will be displayed when the state affiliate user clicks the **Pay** button from the PAC maintenance screen. The above screen will be used by the state affiliate users to enter payments for any payments sent to NEA.

PAC Payment
✕

Owner Org: INDIANA STATE TEACHERS ASSOCIATION
 PAC Fund: NEA PAC

Membership Year: 13-14
 Total PAC Amount: \$1713.18
 Balance Amount: \$713.18

Payment Amount:
 Payment Date:
 Payment Reference:
 Comment:

Mailed check on 01/25/2014

Payments							
<input type="checkbox"/>	SL. No	Deduction Date	Pay Method	PAC Amt	Paid Amt	Current Amt	Balance
<input checked="" type="checkbox"/>	339	09/20/2013	RCC	1,562.00	1,000.00	562.00	0.00
<input checked="" type="checkbox"/>	488	11/20/2013	EFT	151.18	0.00	151.18	0.00
Total:				1,713.18		713.18	0.00

• Screen Display Fields

- **Owner Org** reflects the state affiliate associated with your user ID.
- **PAC Fund** displays the NEA PAC fund name.
- **Membership Year** displays the membership year for which the NEA PAC is recorded.
- **Total PAC Amount** reflects the YTD collected PAC amounts for the displayed membership year.
- **Balance Amount** reflects the current balance the state affiliate owes to NEA as of that day.

- Screen Input Fields
 - **Payment Amount** is an input field where the state user will enter the transmitted amount to NEA.
 - **Payment Date** takes in the transmittal date. This field will be defaulted with the current date. However the user may override this date.
 - **Payment Reference** is an input field where the state user can enter a payment reference such as check number or any other transmittal reference which can be used by the NEA user to verify the payment.
 - **Comment** is an input field where the state user can enter any additional information about the mailed check. This is an optional field.
- Screen Action
 - **Auto Distribute:** User clicks this button after entering the payment to distribute the payments to one or more lines (*refer the screen above*).
 - **Post Payment:** User clicks this button to post the payment after distributing or manually distributing (*manually entering in the current amount column*) the payment.

PAYMENT DETAILS SCREEN FOR STATE AFFILIATES

PAC Fund Transfer Maintenance

Owner Org: INDIANA STATE TEACHERS ASSOCIATION Membership Year: 13-14 Search Extract Reset

PAC Fund: NEA PAC Ded. Date From: To: Do Not Show Approved With: Pay

Approval Status: Select Pay Method: Select

Extracted	SL No	Deduction Date	Pay Method	PAC Amount	Paid Amount	Balance Amt	Status	
<input type="checkbox"/>	Y	339	09/20/2013	RCC	1,562.00	1,562.00	0.00	PENDING
<input type="checkbox"/>	Y	427	09/20/2013	EFT	214.75	214.75	0.00	PENDING
<input type="checkbox"/>	N	488	11/20/2013	FET	151.18	151.18	0.00	PENDING

Payment Details

Owner Org: INDIANA STATE TEACHERS ASSOCIATION Exit

PAC Fund: NEA FCFE

Deduction Date: 09/20/2013

Pay Method: RCC


Total Paid Amt: 1,562.00

SL No.	Payment Date	Payment Amt	Payment Ref	Entered By	Verified By	Status	Comment
339	12/11/2013	1,000.00	#77	MEMDUUP		PENDING	test2
339	01/28/2014	562.00	Ck Ref #2562	TTINUSER		PENDING	Mailed check on 01/25/2014
Total:		1,562.00					

The **Payment Details** screen can be viewed by the state user by clicking the **Paid Amount** link from the PAC maintenance screen to see **Payment Details** or a list of all transmissions. The state user may delete any receipts rejected by the NEA user and re-enter them by correcting the error. Also if the user finds any fault with the pending receipt data, the receipt data may be deleted and re-entered.

- Screen Display Fields
 - **Owner Org** reflects the state affiliate associated with your user ID.
 - **PAC Fund** displays the NEA PAC fund name.
 - **Deduction Date** reflects the Deduction Date for the PAC.

- **Pay Method** reflects the pay method under which this deduction happened.
- **Total Amount Paid** reflects the total amount transmitted by the state affiliate to NEA for the specific deduction date.

- Payment Details Grid
 - **Payment Date** displays the receipt date of each transmitted receipt to NEA.
 - **Payment Amt** shows the transmitted receipt's amount.
 - **Payment Ref** displays the receipt reference e.g. check number.
 - **Entered By** displays the state user who entered the receipt.
 - **Verified By** displays the NEAHQ user who has verified and approved the receipt.
 - **Status** displays the status of the receipts. The possible values are **Pending**, **Approved** or **Rejected**.
 - **Comment** reflects any comment entered by the NEA user when rejecting a receipt.
 -  Clicking this icon will delete the receipt. The user may take this action in the case of a data entry error. This icon will appear only for the **Pending** and **Rejected** receipts.

PAC Fund Transfer Maintenance Screen for NEA User

The PAC Fund Transfer Maintenance screen will be accessed by the NEA user to review the overall NEA PAC deductions and the consolidated payments received from the state affiliates.

<input type="checkbox"/>	Extracted	Owner Org Nm	SL No	Deduction Da	Pay Method	PAC Amount	Paid Amount	Balance Amt	Status
<input type="checkbox"/>	Y	INDIANA STATE TEACHERS ASSOCIATION	339	09/20/2013	RCC	1,562.00	1,562.00	0.00	PENDING
<input type="checkbox"/>	Y	INDIANA STATE TEACHERS ASSOCIATION	427	09/20/2013	EFT	214.75	214.75	0.00	PENDING
<input type="checkbox"/>	N	INDIANA STATE TEACHERS ASSOCIATION	488	11/20/2013	EFT	151.18	151.18	0.00	PENDING

- **Search Section** - The top section of the screen reflects the search filters for the search results below. This is similar to the screen available for the state user except for the option of selecting and filtering by different Owner Organizations or state affiliates.
- **Search Results Section** – This section is similar to the screen available for the state user except that the selected Owner Organization will be displayed in the first column.
- **Extract** – The button located next to the Search button will produce a CSV file with all the members who have contributed based on the search criteria. This file can be uploaded in the PRS system which will eventually be used for FEC filing. Once the user extracts the data, the line will be marked as **Extracted** -> “Y”

PAYMENT DETAILS SCREEN FOR APPROVAL BY NEA USER

The **Payment Details** screen will be accessed by the NEA user to review the NEA PAC receipts and approve or reject the receipts after review. The NEA user will click the “**Payment Review**” button from the PAC maintenance screen to see the list of all transmissions.

Payment Review Exit

Owner Org: INDIANA STATE TEACHERS ASSOCIATION

SL No.	Pymt Date	Pymt Amount	Pymt Ref	Comments	Status	Created By	Created Dt
348	01/28/2014	713.18	Ck Ref #2562	Mailed check on 0	<input type="text" value="PENDING"/>	TTINUSER	01/28/2014

Payment Date: 01/28/2014 Payment Amount: \$713.18

Payment Date	Pay Method	PAC Amt	Payment Amt	Paid Amt
01/28/2014	RCC	1,562.00	562.00	1,562.00
01/28/2014	EFT	151.18	151.18	151.18

- When a specific row in the grid is in **Pending** status, the NEA user will verify the deposit in the bank or verify the received check and approve the transaction by changing the status to **Approved**.
- The NEA user will set the record to **Rejected** status with the mandatory comment if the deposit could not be found.

INDIVIDUAL PAYMENT UPLOAD

The Individual Payment Upload process provides state affiliates with the capability to upload individual dues payments into membership system. This supports midyear conversion and to view the member's dues balance from the membership screen. State affiliates have the option to upload payments in various file types like Excel, Delimited and Fixed Formatted files. State affiliates now have the ability to map the fields from the payroll file and create one or more state defined payment upload setups for the payroll files received from school districts.

Additional features include:

- Applying payments only to obligation rows with a specific payment method
- Applying payments to specific fund lines
- Supports files containing amounts with or without decimal place (e.g. \$55.15 can be given as 55.15 or 5515)
- Supports receipt date with various formats
- Individual id in the payment file is not mandatory any more
- Label name or First name and Last name along with one id (SSN or SSN4 or an alternate id) will be used to locate the member's record
- Any negative payments will be uploaded as Refunds
- Excel export is available for all grid data

Refer the sections below for more details

Uploaded payments will reflect an accurate balance when members sign-up via the self-enrollment site. The following subsections will explain how to access this functionality, upload the payment file, and search for an existing batch that consists of individual payments that have already been uploaded for review and processing.



When applying a payment for a pay method other than the primary pay method in the member's record, the upload process, in addition to processing the payment, will split the obligation between these two payment methods. Once a file is processed, it cannot be easily reversed. Therefore extreme caution is suggested for selecting the options while processing the Payment file.

Year	Close Type	Close Date
2014	EFT Dues	01/17/2014
2014	EFT Dues	01/17/2014
2014	EFT Dues	01/17/2014
2014	EFT Dues	01/20/2014

Other Items

- Express Entry Form
- Update EFT Contacts
- PAC Fund Transfer Maintenance
- Setup Individual Payment Upload**
- Individual Payment Upload

State Affiliate Setup

- Configuration
- Schedules
- Bank Profile

Profiles

```

graph LR
    A[Individual Payments Search] --> B[Account Profile]
    B --> C[Payment Profile]
    C --> D[Transaction History]
    
```

Note: In order to gain access to use the Payment Upload feature, state affiliates may send a request to their MMS state contact.

The **eDues Landing Page** above is presented after clicking on the **IMS eDues tab**. Click on the **Setup Individual Payment Upload** link under **Other Items**.

The user will then be brought to the **Manage Payment Upload Setup** page below.

Delete	Edit	Hdr Id	Setup Name	Setup Desc	Format	Org Id	With Decimal	Identify By	File has Header
		187	CHARLOTTE-PR	Charlotte Payroll File	Delimiter	0000000045	N	By Position	
		186	Test FixedNoDec	Test FixedNoDecimal	Fixed	0000000045	N		
		185	Test FixedDecima	Test FixedDecimal	Fixed	0000000045	Y		
		184	Test Excel NoHea	Test Excel NoHeaderNoDecimal	Excel	0000000045	N	By Position	
		183	Test Excel NoHea	Test Excel NoHeaderDecimal	Excel	0000000045	Y	By Position	
		182	Test Excel Heade	Test Excel HeaderNoDecimal	Excel	0000000045	N	By Header Lbl	
		181	Test Excel Heade	Test Excel HeaderDecimal	Excel	0000000045	Y	By Header Lbl	
		180	Test DelimiterCNo	Test DelimiterCNoHeaderDecimal	Delimiter	0000000045	Y	By Position	
		179	Test DelimiterCNo	Test DelimiterCNoHeaderNoDecimal	Delimiter	0000000045	N	By Position	
		178	Test Delimiter C H	Test Delimiter C HeaderNoDecimal	Delimiter	0000000045	N	By Header Lbl	
		177	Test Delimiter C H	Test Delimiter C HeaderDecimal	Delimiter	0000000045	Y	By Header Lbl	
		176	Test Delimiter T N	Test DelimiterTNoHeaderNoDecimal	Delimiter	0000000045	N	By Position	

Total Rows :39

Edues File Upload Mapping

File Mapping

State ID #: NORTH CAROLINA ASSN OF EDUCATORS

Setup Name: CHARLOTTE-PR

File Format: Delimiter

File Delimiter: T

Identify Column: By Position By Header Label

Receipt Amount: With out Decimal With Decimal

Setup Desc: Charlotte Payroll File

File has Header:

Status: Active

A state affiliate user will have access to all generic setup created by NEAHQ and the setup created by their state affiliate users. User may modify the existing setup to accommodate the payroll file changes by selecting the grid row.

Click **New** to create a new payment file setup.

- Screen Fields
 - **State Affiliate** reflects the state affiliate associated with your user ID.
 - **Setup Name** reflects the name for the newly created payment file setup. User may abbreviate the name to make it more meaningful.
 - **Setup Desc** reflects the description for the newly created payment file setup. User will select one of these descriptions from a drop down when uploading the payment file.
 - **File Format** reflects the type of file this setup will accept when uploading a payment file. The options are:
 - **Delimited File**
 - **Fixed Formatted File**
 - **Excel File**
 - **File Delimiter** reflects the delimiter character separating the data columns. User has to enter the delimiter value only if the "File Format" is set to "Delimiter" Delimiter can be any character except in case of tab delimiter, the character "T" has to be entered.
 - **File Has Header** reflects if the uploaded file has a header row. Checking the checkbox indicates that the file has a header row.
 - **Identify Column** reflects how to identify the data column in the payment file. Options are:
 - **By Header Label**

- **By Position**
- **Receipt Amount** reflects how to treat the payment column from the uploaded file. For example an amount \$50.55 may be represented as 50.55 or 5055. Selecting this option will help the process to format the amount value appropriately. User options are:
 - **Without Decimal** (e.g. Select this option if the amount \$50.55 appears as 5055 in the file)
 - **With Decimal** (e.g. Select this option if the amount \$50.55 appears as 50.55 in the file)
- **Status** reflects the status of this payment file setup. Only “Active” setups will be displayed when uploading a payment file.
- **Save** records the changes or the new setup in the database

Click [File Mapping](#) link to setup the file column mapping

Column definition for Header ID #95 Name :Test Delimiter C HeaderDecimal - Test Delimit C HeadDec ✕

Total Rows :4

Delete	Edit	Target Col Name	Source Col Name	Position	Fund Group
		SSN	SSN	0	
		RECEIPT_DT	Date	0	
		RECEIPT_AMOUNT	Amount	0	
		LABEL_NM	Name	0	

Target Col. Name:

Col. Selection:

Source Col. Name:

Position:

Data Mask:

Funds Group:

Click **New** to create a new column mapping

- Screen Fields
 - **Target Col. Name** reflects the database column in which this data will be stored. Commonly used columns are:
 - **Individual ID**
 - **First Name**
 - **Last Name**
 - **Middle Name**
 - **Membership ID**
 - **Label Name**
 - **SSN**
 - **Transaction Amount**
 - **Transaction Date**
 - **Transaction Amount By level / Fund (NEA D01, SEA D01, SEA P01 etc...)**
 - **Alternate Id**

- **Employer Id**
 - **Building Id**
- **Col. Selection** reflects the delimiter selected in the prior setup screen and the field is non-editable.
 - **Source Col. Name** reflects the name provided in the file header or any meaningful name to describe the column. When uploading a payment file, the data column will be identified by matching the file column name with the “**Source Col. Name**”. Column names are compared only if “**Identify Column**” is set to “**By Header Label**” in the setup screen.
 - **Position** reflects the file data column number. When uploading a payment file, the data column will be identified based on this position number. Column names are identified only if “**Identify Column**” is set to “**By Position**” in the setup screen.
 - **Funds Group** is set only if the file column amount is provided for a specific fund. This field is applicable only for the fund amount. This uploaded amount will strictly be applied to the obligation lines with the fund. The transaction will be rejected if there aren’t any obligation lines with the specified fund.
 - **Date Mask** reflects the format of the date column in the file. This field is applicable only for the date column.
 - Day must be entered as **DD**
 - Month must be entered as **MM** or **Mon** or **Month**
 - Year must be entered as **YY** or **YYYY**
 - *Few common formats are*
 - **MM/DD/YYYY**
 - **MMDDYYYY**
 - **YYYYMMDD**
 - **MMDDYY**



Save all changes after every edits Make sure all the updates are reflected in the grid above before exiting the screen.

When the **eDues Landing Page** is presented after clicking on the **IMS eDues tab**. Click on the **Individual Payment Upload** link under **Other Items**.

The user will then be brought to the **Individual Payment Batch Search** page below.

Click **New** as shown in the screen above

Individual Payment Search

State Affiliate: INDIANA STATE TEACHERS ASSOCIATION

Batch #:

Batch Date Range From: To:

FRS Batch #:

Pay Method:

Batch Status:

Mshp Year #: 12-13 [CY]

Search New Reset

UPLOAD NEW INDIVIDUAL PAYMENT TRANSACTIONS

A state affiliate user will have access to upload, search, and maintain batches for their state only. State Affiliates now have the ability to upload individual payments using their state-defined file types and layouts.

Click **New** as shown in the screen below to upload a new payment file.

Individual Payment Search

State Affiliate: INDIANA STATE TEACHERS ASSOCIATION

Batch #:

Batch Date Range From: To:

FRS Batch #:

Pay Method:

Batch Status:

Mshp Year #: 12-13 [CY]

Search New Reset

The **Individual Payments – New Batch** screen will appear as shown below in order to upload a new batch. The screen fields are described below.

Individual Payments - New Batch

State Affiliate: NORTH CAROLINA ASSN OF EDUCATORS

File Mapping: Charlotte Payroll File

Pay Method: Payroll Deduction (PF)

File: R:\Prem\NC File\Charlotte-PR-2013-0c Browse...

Apply Pymt to Selected PayMethod Obligation Lines Only File has Header

Post to FRS?: No Yes

Batch #: 1379 Batch Dt: 01/27/2014

Mshp Year #: 13-14 [CY]

Preview

- Screen Display Fields
 - **State Affiliate** reflects the state affiliate associated with your user ID.
 - **Pay Method** reflects a list of all the SEA-defined payment methods available. The user must select one of the pay methods to proceed with the file upload. User may select Payroll Deduction (PR) as the pay method for mid-year conversion or the required pay method for a regular payment upload.
 - **Apply Pymt to Selected Pay Method Obligation Lines Only** Setting this flag will determine if the receipt will be applied only to the obligation lines in the member record that have the

selected payment method. For example, if a member pays dues using payroll deduction and certain PAC funds through EFT, when processing a payroll receipt batch with this option selected, the receipt will be applied only to the dues and will not apply it to the EFT funds.

- **Post to FRS?** Setting this flag will determine if all the receipts processed will also be posted to the Funds Receivables System (FRS). The user must select one of the values “Yes” or “No” to proceed with the file upload. Selecting “No” will not post the receipts in FRS. . The system will prompt a warning message, when either of the option is selected, for the user to confirm the intent.



Extreme care must be taken when setting “Post to FRS” flag. The system will create the FRS payment batch, if the flag is set to “Yes”. Once the FRS batch is posted and submitted, it cannot be reversed. Likewise if you set the flag to “No”, the system will not create the FRS batch. If the payments you are uploading were already posted in FRS, set this flag to “No” else set the flag to “Yes”.

- **Batch #** is a system-generated Internal Batch ID.
- **Batch Dt** System defaults the current date as the batch date. The user will be able to override this with a different batch date. The batch date will be defaulted as the transaction date if the Transaction Date (Receipt Date) is not mapped as one of the column.
- **Mshp Year #** provides a drop-down selection of Current Year, Prior Year, and Future Year. This field will default to show the Current Year, however the user may select the Prior or Future Years, if needed. Selecting a specific membership year will result in payments applied to memberships in that year.
- **File Mapping** provides a drop-down selection that reflects the payment file setup for a payment file that will be uploaded. The dropdown will list all state-defined file types (i.e. Delimited ASCII File, Excel File and Fixed Format ASCII File) and file formats.
- **File** reflects where the process must locate the source file saved in your computer. User may populate this field by clicking . A file must be selected in order to proceed with the upload. Screen will stop the user from uploading a file if the same file has already been uploaded. Messages will popup displaying the batch under which the same was loaded.
- **File has Header** is a checkbox to indicate if a file has a header row. This field will be defaulted with the setup data. If this flag is checked, the first row will be skipped from loading.

When is clicked after the appropriate field options have been selected, the screen displays the first 100 or less records (*refer screen below*). **This gives the user the opportunity to view the data that will be uploaded to ensure mapping accuracy for the column data and completeness.** The columns that are mapped as part of the selected “File Mapping” will be the only ones displayed in the preview area (or staging area). The header row is populated with the selections made on the previous screen before the “Preview” button was clicked. Once the previewed data has been verified, click to stage the file data. If there are any discrepancies seen in the preview screen, correct the data in the file and click . This will take you back to the previous screen where you can preview and re-load the corrected file.

Individual Payments - New Batch

Staff Affiliate : NORTH CAROLINA ASSN OF EDUCATORS	Mshp Year : 2014
Pay Method : Payroll Deduction (PR)	File Map : Charlotte Payroll File
Batch #: 1379	Batch Date : 01/27/2014
Post to FRS : Y	Apply to selected : Y
	Paymethod :

SSN	Name	Receipt Amount	Deduction Date
23	DERICK L.	16.94	10/04/2013
17	RSULA A.	16.94	10/04/2013
49	BERT B.	16.94	10/04/2013
28	A M.	16.94	10/04/2013
82	WRENCE E.	16.94	10/04/2013
80	TRINA K.	16.94	10/04/2013
73	HARVEY L.	16.94	10/04/2013
81	ANA H.	16.94	10/04/2013
71	LIE	16.94	10/04/2013
67	UAN U.	16.94	10/04/2013
73	FERRI Y.	16.94	10/04/2013
4	ASUN, MARINA I.	16.94	10/04/2013
78	T.	16.94	10/04/2013
92	BERT J.	16.94	10/04/2013
02	RIE D.	16.94	10/04/2013
39	N, ADRENA	16.94	10/04/2013
80	N, GWENDOLYN	16.94	10/04/2013

Total Rows : 100

For example the MRA Extract (EDUES3000 – eDues Mid-Year Conversion Export) used for mid-year conversion mapping can be found in the setup screen (Setup Name: **“LCKUPLD”** and Setup Description: **“Lock Box Upload”**)

Column	Standard Excel File Column Name	Corresponding IMS eDues Column Name
A	Last Name	Individual Last Name
B	First Name	Individual First Name
C	Middle Name	Individual Middle Name
D	Amount Collected	Receipt Amount
O	Individual ID	Individual ID
P	Membership ID	Membership ID
Q	Receipt Date	Receipt Date

Seq#	Indv ID	SSN	Label Name	Last Name	First Name	Memb Id	Mshp Yr	Pymt Amount	Pymt Ref	Pymt Dt	Comment	Status	Mess
<input checked="" type="checkbox"/>	1	0005968527	45	FREDERICK L		60665439	2014	16.94		10/04/2013		Completed	
<input checked="" type="checkbox"/>	2	0006203491	15	R, URSULA A		60665540	2014	16.94		10/04/2013		Completed	
<input checked="" type="checkbox"/>	3	0005671629	36	ROBERT B.		60665636	2014	16.94		10/04/2013		Completed	
<input checked="" type="checkbox"/>	4	0005559833	12	ZETTA M.		60665866	2014	16.94		10/04/2013		Completed	
<input checked="" type="checkbox"/>	5	0005559842	21	N, LAWRENCE		60666489	2014	16.94		10/04/2013		Completed	
<input type="checkbox"/>	6		37	S, PATRINA K			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	7		66	N, HARVEY			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	8		98	N, DIANA H.			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	9		73	WILLIE			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	10		77	SEQUAN U.			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	11		99	IA, TERRI Y.			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	12		29	EZCASUN, M			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	13		71	LEE T.			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	14		31	, ROBERT J.			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	15		19	ALERIE D.			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	16		17	OSON, ADRE			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	17		87	OSON, GWEN			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	18		81	D, SALLY L.			2014	16.94		10/04/2013		New Transaction	
<input type="checkbox"/>	19		97	, ATASHA T.			2014	16.94		10/04/2013		New Transaction	

The screen above allows the user to select the payment transactions for processing into IMS by selecting the corresponding checkbox next to each payment or by selecting “Select All” checkbox located in the grid header. The **Total Rows** label located in the right-hand corner of the staging area reflects the number of rows previewed (in red). The header screen fields are described below. The upload process requires at least the name and an id (SSN or SSN4 or Alternate id) to identify the member. Once the member is uniquely identified, the payment will be applied and the identified individual’s individual id and the membership id will be updated on the screen. If the process is unable to identify the member, appropriate message will be updated in the message column (right most column of the grid). The grid data can be exported to excel at any point by clicking the excel icon located on the top left side of the grid.



Upload process lets you upload payment and apply to any specific funds by checking the “Funds Group” checkbox and specifying the fund name as (e.g. NEA D01, SEA D01 etc.) as the Source Column Name in the setup screen.



Negative payment amount will be applied or recorded as a refund. This transaction will fail if there isn’t any payment in the membership or the payment amount is less than the refund amount.

- Header Screen Display Fields
 - **State Affiliate:** The State Affiliate associated with the user ID is displayed in this field and is disabled from editing.

- **Mshp Year:** The membership year selected and populated from the “Individual Payments - New Batch” screen is displayed in this field and is disabled from editing.
- **Pay Method:** The pay method selected and populated from the “Individual Payments - New Batch” screen is displayed in this field and is disabled from editing.
- **Batch ID:** The system-generated internal Batch ID.
- **Batch Date:** Batch date populated from the “Individual Payments - New Batch” screen displayed in this field and is disabled from editing.
- **Batch Amount:** This field displays the total payment amount of all receipts in this batch. This field is disabled from editing.
- **FRS Batch ID:** This field displays the ID number that is generated from FRS when the user selects for the payments to be posted to FRS on the previous “Individual Payments - New Batch” screen. When a user decides not to post transactions to FRS, this field is blank and is disabled from editing.

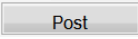



FRS Batch will not appear in the FRS Batch search screen until all payments are posted.

- **Post to FRS:** This field displays the selection made at the “Post to FRS?” field from the “Individual Payments - New Batch” screen. This field is disabled from editing. When this flag is set to Y, FRS batch will automatically be created and all payments from this batch will be posted.
- **File Map:** This field displays the file mapping setup used to load the payment file.
- **Batch Status:** This field displays the current status of the batch. This field is disabled from editing. Possible values are:
 - **Completed:** When all transactions are successfully posted.
 - **In progress:** One or more transactions are posted and there are transactions yet to be posted
 - **Pending (not processed):** No transactions have been posted.
 - **Rejected:** One or more transactions have failed when posting
- **Selected PM:** This field specifies if the payment will strictly be applied to the selected Pay Method primary obligation lines only
- **Display Filter:** These filters allow the user to view transactions with specific status. The screen displays the number of transactions against each filter. For example, since none of the transactions have been posted, the count is “10” for category “Un-Posted”.
 - **Un-Posted:** This filter displays all transactions with the status “New”
 - **Error:** This filter displays all transactions with the status “Error”
 - **Posted:** This filter displays all transactions with the status “Posted”
 - **All:** This filter displays all transactions irrespective of the status

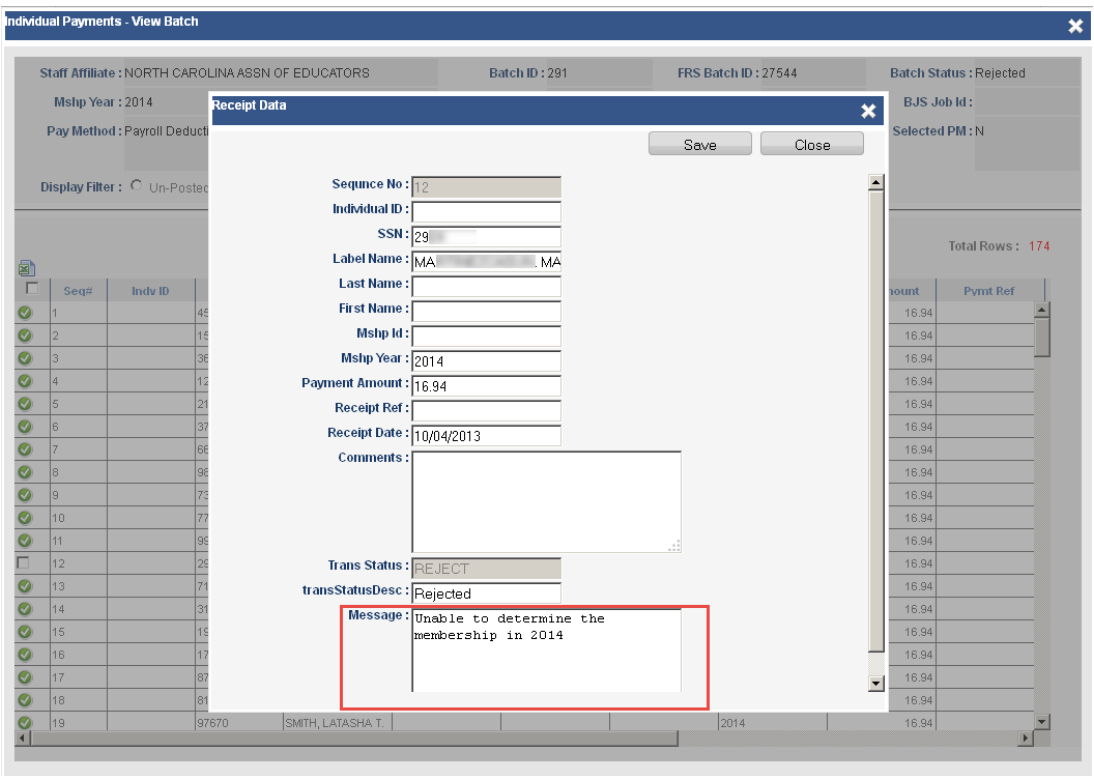
In the uploaded transactions portion of the screen, the following column headers provide information for those transactions that are either derived from the uploaded source Standard Excel file or selections that were made on the **“Individual Payments – New Batch”** screen:

- **Seq #:** A sequential number assigned to each transaction row within a batch. **Indv ID, Last Name, First Name** and **Memb Id:** These fields have been mapped to columns from the source Standard Excel file.
- **Memb Yr:** The membership year selected at the “Individual Payments - New Batch” screen from the **Mshp Year #** field.
- **Pymt Amount:** Shows the amount collected from each member. This field is mapped to the **Amount Collected** field from the source Standard Excel file.
- **Pymt Ref:** This column displays the payment reference such as the check number or payroll period, etc. This is not a mandatory field. State affiliates may use this field when doing a custom mapping a payment file.
- **Pymt Dt:** This column displays the payment date. If this field is blank, the process will use the batch date from the header. State affiliates may use this field when doing a custom mapping a payment file.
- **Comment:** This column displays the comment for any payment transaction, if available. State affiliates may use this field when doing a custom mapping a payment file.
- **Status:** This column displays the current status of each transaction and will be populated by the upload/posting process. Possible values are **“New Transaction”**, **“Completed”** and **“Error”**.
- **Message:** This column displays any error message reported by the upload/posting process. The users may review this message to take corrective action.

After the user selects the payment transactions to upload, click , then a dialog box will popup indicating **“Successfully posted”**. Once **“OK”** is clicked, a green check mark () will appear next to each transaction that was successfully posted and the status for each successfully posted transaction will change to **“Completed”**. Close out of the screen to return to the **“Individual payment Batch Search”** screen.

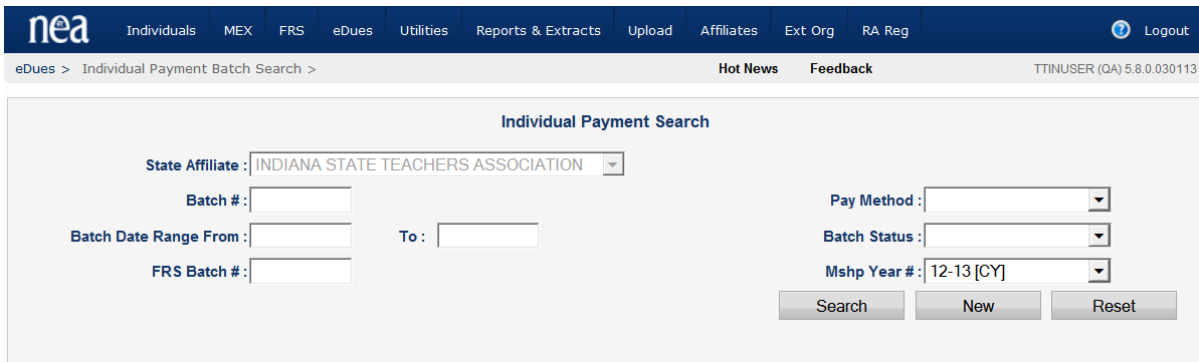
EDIT PAYMENT TRANSACTION FROM A BATCH

Users may edit a payment transaction by double clicking the transaction row from a payment batch to correct the transaction data as shown below. Screen does not allow the user to edit a completed transaction.



SEARCH AND MAINTAIN AN EXISTING BATCH

The payment batches can be searched and maintained using the “Individual Payment Batch Search” screen. The fields below are provided to find a batch. **Note:** The **State Affiliate** field will always be disabled and populated with the state affiliate assigned to your User ID and the **Mship Year #** field will always default to the current year.



Input the search criteria into the appropriate fields depending on the batch that is attempted to be located and click **Search**. If the criterion needs to be cleared for re-entry, click **Reset**. In the example below, it was requested that all batches that were posted on 03/07/2013 for the Current Year are returned.

Individual Payment Batch Search

State Affiliate : NORTH CAROLINA ASSN OF EDUCATORS

Batch # :

Batch Date Range From : To :

FRS Batch # :

Pay Method :

Batch Status :

Mshp Year # : 13-14 [CY]

Search New Reset

Total Rows : 44

Delete	Edit	Batch#	Date	Mshp Year	Pay Method	FRS Post?	FRS Batch#	Amount	Status	BJS Job Id	File Map	File
		340	01/30/2014	2014	PR-Payroll Deduc	N		2424.66	Pending (Not proce		Test Delimit C No	Anson-C
		339	01/25/2014	2014	PR-Payroll Deduc	N		2256.13	Pending (Not proce		Test Fixed No De	Dare-FIX
		334	01/29/2014	2014	PR-Payroll Deduc	Y		0			Test T Delimit with	1_Charlo
		331	01/29/2014	2014	PR-Payroll Deduc	N		0			Test T Delimit with	2_Charlo

If the user wishes to delete a batch, click the corresponding icon. A dialog box will popup asking “Do you want to delete the batch XX?” where the xx indicates the **Batch #**. Click “OK”, to confirm **Delete** or “Cancel” to keep the batch. Note: The screen will NOT let you delete the batch if the batch has any transactions that have been posted successfully. If the user wishes to **Edit** a batch, click the corresponding icon or double mouse click the row where the “**Individual Payments – View Batch**” screen below will be presented as when the file was previewd and uploaded. All rows from the grid can be extracted by clicking located in the top left section of the grid.

In order to view all of the transactions within a particular batch, double-click the batch row and it will show all of the transactions that were uploaded regardless of **Status**, as shown in the screen below.

INDIVIDUAL PAYMENT MRA REPORTS

The following Individual Payment reports were deployed in MRA. These reports can be found under MRA **Standard Reports > Individual Payments**.

Report ID	Report Name	Report Description
INDP1000	Individual Payments Status Sheet by Pay Method	This report will generate status sheet letters to be sent out to members by State Affiliates to thank them for recurring deduction enrollment and to let them know about their upcoming first deduction since they enrolled. This report will be sent to the members before the scheduled deductions are processed as a legal requirement.
INDP0100	Individual Payment Account Profiles by State	This report will provide a list of all the Account Profiles for the Individuals enrolled through various Pay Methods.
INDP0101	Individual Payment Account Profiles by Uniserv by Local	This report will provide a list of all the Account Profiles for the Individuals enrolled through various Pay Methods with breakdown by Uniserv by Local.
INDP0200	Individual Payment Profiles by Pay Method	This report provides a list of payment profiles by Pay Method for the selected Membership Year.
INDP0300	Individual Payment Transactions by Deduction Date	This report provides a list of payment transactions for the selected Pay Method(s) and payment status (completed, pending, scheduled) for a given Membership Year and Deduction Date Range.
INDP0302	Individual Payment Transactions by Fund	This report provides a list of completed payment transactions for the selected pay method for a given Membership Year and Deduction Date Range. This report is similar to INDP0300 except it can be run for all the pay methods and has an open calendar prompt for deduction date range selection.
INDP0303	Disputed Transactions with Refunds by Pay Method	This report lists disputed transactions with refunds by pay method.
INDP0304	EFT Prenote Transaction Analysis	This report provides the transaction details for EFT Prenote process.

INDP0400	Individual Payment Rejected Transactions	This report provides a list of rejected/returned payment transactions for the selected Pay Method, Membership Year and Deduction Date Range.
INDP0401	Individual Payment Rejected Transactions Extract	This report provides a list of rejected/returned payment transactions along with the contact information for the individuals associated with those transactions for the selected Pay Method, Membership Year and Deduction Date Range.
INDP0402	Individual Payment Rejected Transactions Trend Analysis	This report provides a complete analysis of rejected transactions by pay method. Presenting the data in lists as well as easy to read graphs
INDP0500	Individual Payment Refunded Transactions	This report provides a list of refunded payment transactions for the selected Pay Method, Membership Year and Deduction Date Range.
INDP0501	Individual Payment Refunded Transactions Extract	This report provides a list of refunded payment transactions along with the contact information for the individuals associated with those transactions for the selected Pay Method, Membership Year and Deduction Date Range.
INDP0600	Individual Payments Transaction Summary	This report will provide the statistics summary of the Successful and Returned transactions (counts) and the total obligation amount associated with those transactions for the selected Pay Methods, Membership Year, and Deduction Date Range.
INDP0601	Individual Payments Transaction Summary by Deduction Date	This report will provide the statistics summary of the Successful and Returned transactions (counts) and the total obligation amount associated with those transactions for the selected Pay Method, membership year, and deduction date range and shows the breakdown details by deduction dates.
INDP0700	Individual Payments Reject Reasons Summary	This report will provide the statistics summary of the Return Reasons for the Returned transactions (counts) and total obligation amount associated with those transactions.
INDP0701	Individual Payments Reject Reasons Summary by Deduction Date	This report will provide the statistics summary of the Return Reasons for the Returned transactions (counts) and total obligation amount associated with those transactions with break down by

		deduction dates.
INDP0800	Individual Payment Profile and Membership Obligation Comparison Report	This report will list any existing discrepancies in the obligation amounts between the Individual Payment Profile and Membership obligation for the selected Pay Methods and membership year.
INDP0801	Cancelled Memberships with Obligation & YTD Payments Collected Comparison Report	This report will list all cancelled membership records based on the selected Membership Year and Pay Method where the balance in the Membership/Pay Method Obligation and YTD collected payments does not match. This report could be used for reconciliation purposes to find out if the cancelled member's obligation wasn't adjusted to reflect the payments collected.
INDP0900	Invoice for Check Payment	This report allows the user to create an invoice or list report using pay method, pay method enrollment date and/or amount paid percentage. The invoice report also allows for customized text boxes.
INDP1010	Individual Payments Distribution Summary by Funds for Projected and Successful Transactions	This report will provide a summary of projected and successful payments by fund for the selected Membership Year, Pay Method, and Deduction Date Range. This report can be used for reconciliation purposes.
INDP1011	Individual Payments Distribution Summary by Funds for Returned Transactions	This report will provide a summary of rejected payments by fund for the selected Membership Year, Pay Method, and specific deduction date range. This report can be used for reconciliation purposes.
INDP1012	Individual Payments Distribution Details by Funds for Projected and Successful Transactions	This report will provide a summary of projected and successful individual payments detail by fund for the selected Membership Year, Pay Method, and Deduction Date Range. This report can be used for reconciliation purposes.
INDP1020	EFT Bank Account and Routing Number Monitoring Report	This report provides a list of completed payment transactions for the selected pay method for a given Membership Year and Deduction Date Range. This report is similar to INDP0300 except it can be run for all the pay methods and has an open

		calendar prompt for deduction date range selection.
INDP1040	Recurring Credit Card Expiration Report	This report will list all the Recurring Credit Cards that are about to expire based a deduction date range entered by the user. This report is specific to the RCC Pay Method.
INDP1060	Individual Payments YTD Collected Amount Information by Pay Method	This report provides the Membership Obligation to YTD Collected Amounts percentages information by Pay Method for the given membership year.
INDP1080	Individual Payments Deductions by Pay Method	This report will provide the deduction schedules and obligation details for individuals with recurring payments.
INDP1081	State Affiliates Deduction Schedule by Paymethod	This report will provide the State Affiliate Standard deduction schedules for RECURRING payment options of EFT and RCC.
INDP1082	EFT Deduction Schedule Exception Report	This report provides a list of individuals for whom their CURRENT EFT DEDUCTION SCHEDULE doesn't match the DEFAULT EFT DEDUCTION SCHEDULE set based on their Membership criteria such as their Local and Membership Type.
INDP1090	Individuals Paymethod Counts by Fund	This report will provide the total count of individuals for each pay method for a given Local/State Affiliate by Fund Type. The report can be run by NEA, SEA, or LEA Membership Type.
INDP1100	Enrollment Statistics Between Membership Years	This report shows the count of the members in CY compared to the count in FY by method.
INDP2000	YTD Individual Payments Transactions	This report will list YTD deduction amounts by member for all Pay Methods.
INDP2010	RCC Enrollments without Credit Cards	This report is specific to Recurring Credit Cards and provides a list of all the Remote Payment Online (RPO) Enrollments via Bank of America who do not have any credit cards on file, i.e., active RPO Enrollments for which either credit card entered is deleted or missing.
INDP2020	RCC Enrollments with 'BAD' Credit Cards	This report is specific to Recurring Credit Cards and provides a list of all of the Remote Payment Online

		(RPO) Enrollments via Bank of America for whom the credit card on file is marked as BAD.
INDP2030	NEA PAC Transfer Summary Report	This report provides the user to track the payments of members of NEA-PAC contributors to NEA HQ.
INDP2031	NEA PAC Transaction Report	This report will list out individual PAC contribution transactions at an aggregated level providing total PAC amount due and Year to Date collected amount so this information can be reported for legal purpose.