

## Generate New BICS Union Dues Report for Union Members

Effective 11/27/16, CSEA is providing an interface file to BICS with Child Care Vendors who are Union members and any changes to their Union membership. BICS is updated on a daily basis with Union membership data.

A new report displaying all BICS Child Care Vendors (services vendor commodity code 01) who are Union members is available on BICS BPR 38 – Union Dues.

### 1. To generate new BICS Union Members Report – UNION DUES REPORT FOR UNION MEMBERS - BICS RPT UNIONRPT:

- a. On BICS LDMIP Menu (LDMENU):
  - o Enter selection 01 – BICS Production Requests (BPR)

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►LDMENU
                LDMIP MENU
USE APPROPRIATE SF KEY (1-15) OR INDICATE SELECTION NUMBER 01 XMT ^

01  BICS PRODUCTION REQUEST          17  DATA MIGRATION INQUIRY
02  SNAP & PA RECON STATS MENU        18  CAMS AR CLAIM INQUIRY
03  RESERVED FOR FUTURE USE          19  CAMS CASH RECEIPTS MENU
04  CASE RECORD OF ASSIST INQ         20  CAMS CASE CLAIMS MENU
05  VENDOR OPERATIONS                21  VENDOR RECEIVABLE (VR) ENTRY
06  SIGN OFF                          22  CAMS CASH RECEIPTS INQUIRY
07  VOUCHER PROCESSING               23  CONTRACT RATE TABLE UPDATE
08  LOCAL DATA INFORMATION           24  CONTRACT RATE TABLE INQUIRY
09  VENDOR AND MISC. INQUIRY         25  ADJ CLAIMS REPORTS
10  ACCOUNTS MENU                    26  TREASURY OFFSET MENU
11  ASCU                              27  VENDOR RECEIVABLE (VR) INQUIRY
12  SNAP, PAB/CHK, VCH# INQ          28  UNION DUES INQUIRY MENU
13  SERVICES INQUIRY                 29  LIEN ACCOUNTING
14  TIPLOG INQUIRY                   30
15  LDMENU                            31
16  WELFARE MANAGEMENT SYSTEM (WMSMNU) 32
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b. On BICS Run Request Menu (LPARM1):

- o Enter selection 38 – Union Dues

|   |                                |           |
|---|--------------------------------|-----------|
| LPARM1  | BICS RUN REQUEST               | DIST BLOO |
| 11/29/16  |                                |           |
| ***SF2 TO PAGE FORWARD***                       |                                | PAGE      |
| 1 OF 2  |                                |           |
| ENTER THE NUMBER OF THE SELECTION REQUESTED: 38 |                                |           |
| XMIT ^  |                                |           |
| *SNAP BENEFIT OPERATION                         | *INDIRECT PAYMENT OPERATION    |           |
| 01 EMERGENCY SNAP CONTROL                       | 21 VOUCHER GENERATION          |           |
| 02 RESERVED                                     | 22 FUEL/UTILITY LIST           |           |
| 03 RESERVED                                     | 23 SERVICES LIST               |           |
| 04 RESERVED                                     | 24 VOUCHER REPORTS             |           |
| 05 RESERVED                                     | 25 VENDOR REPORTS              |           |
| 06 SNAP BENEFIT REPORTS                         | 26 PAY SELECTED VOUCHERS       |           |
| 07 RESERVED                                     | 27 VENDOR CHECK DEST/REPL      |           |
| 08 RESERVED                                     | 28 IRS 1099 FORMS              |           |
| 09 RESERVED                                     | 29 DAY CARE REQUEST GENERATION |           |
|   | 30 SERVICES ROSTER GENERATION  |           |
| *DIRECT PAYMENT OPERATION                       | 31 UTILITY TAPE FUNCTIONS      |           |
| 11 NSVS CHECK PRODUCTION                        | 32 SELF-SELECTED DAYCARE CERTS |           |
| 12 MANUAL CHECK REPORTS                         | 33 BATCH ROSTER PROCESSING     |           |
| 13 NSVS CHECK PREROLL                           | 34 VENDOR DATA EXTRACT         |           |
| 14 CHECK DEST/REPL                              | 35 ROSTERS BEYOND TO DATE      |           |
| 15 SVCS CHECK PRODUCTION                        | 36 FC & ADOPTION RATE RPTS     |           |
| 16 SVCS CHECK PREROLL                           | 37 SERVICES PRE-ROSTER GEN     |           |
| 17 MERGENCY PAB CONTROL                         | 38 UNION DUES                  |           |

c. On Union Dues Payment/Report Function Code 38 (LPARM2):

- o Enter Y for Report of Union Members (Y)

|  |  |               |
|--|--|---------------|
| LPARM2                                   | UNION DUES PAYMENT/REPORT FUNCTION CODE 38 | DATE 11/29/16 |
|  |  | DISTRICT BLOO |
| COMPLETE ENTRIES FOR THE FOLLOWING:      | ENTRY                                      |               |
| PRE-ROLL (P) .....                       | ^^^^^^^^^^^^^^                             |               |
| CHECK ISSUANCE (I) .....                 | ^^^^^^^^^^^^^^                             |               |
| ENTER CHECK NO .....                     | ^^^^^^^^^^^^^^                             |               |
| ENTER CHECK DATE (MMDDYY) .....          | ^^^^^^^^^^^^^^                             |               |
| CHECK DSTROY-CANC-VOID/REPLACE (D/C/V)   | ^^^^^^^^^^^^^^                             |               |
| ENTER CHECK NO TO BE REPLACED .....      | ^^^^^^^^^^^^^^                             |               |
| ENTER THE NEW CHECK NO .....             | ^^^^^^^^^^^^^^                             |               |
| NEW CHECK DATE (MMDDYY) .....            | ^^^^^^^^^^^^^^                             |               |
| REPORT FOR (T-TAXID, V-VENDOR, A-ALL) .  | ^^^^^^^^^^^^^^                             |               |
| IF T/V ENTER TAX-ID/VENDOR-ID .....      | ^^^^^^^^^^^^^^                             |               |
| PERIOD (MMYYMMYY) .....                  | ^^^^^^^^^^^^^^                             |               |
| REPORT OF EXCLUDED VENDORS (Y) .....     | ^^^^^^^^^^^^^^                             |               |
| <b>REPORT OF UNION MEMBERS (Y) .....</b> | <b>Y</b> ^^^^^^^^^^^^^^                    |               |
| RUN NOW OR OVERNIGHT (N OR O) .....      | ^^^^^^^^^^^^^^                             |               |

XMIT ^

d. UNION DUES REPORT FOR UNION MEMBERS - BICS RPT UNIONRPT

- o All BICS Child Care Vendors identified by CSEA as Union members are included in the report

| BLOOM      |           | COUNTY DEPARTMENT OF SOCIAL SERVICES |           | PAGE 1            |             |
|------------|-----------|--------------------------------------|-----------|-------------------|-------------|
|            |           | UNION DUES REPORT FOR UNION MEMBERS  |           | BICS RPT UNIONRPT |             |
| EMP NO/SSN | VENDOR-ID | VENDOR NAME                          | EXCL DATE | EXCL FLAG         | MEMBER DATE |
| 000020220  | W01111111 | TEST VENDOR 01 CREATION              |           |                   | Y 10/17/16  |
|            | W22222222 | SCHOHARIE                            |           |                   | Y 10/17/16  |
| 000220000  | 00011000  | LORR SUFF                            |           |                   | Y 10/17/16  |
| 003933938  | A4009333  | TEST DAY CARE HOME ST LAWREN         |           |                   | Y 10/17/16  |
| 009887776  | PR001A40  | TEST PROVIDER ST LAWRENCE #1         |           |                   | Y 10/17/16  |
| 009900000  | 094599    | ST LAWRENCE DAY CARE CENTER1         |           |                   | Y 10/17/16  |
| 012345678  | DAYCAR40  | MOMS DAYCARE                         | 11/28/16  | V                 | Y 10/17/16  |
|            | DCDUP40   | DAY CARE ANONYMOUS                   |           | T(2016)           | Y 10/17/16  |
| 012547852  | 00001888  | SERVICE 3C                           |           |                   | Y 10/17/16  |
|            | 0001999   | SERVICE 3C                           |           |                   | Y 10/17/16  |

- o MEMBER DATE:

- Y = BICS Vendor is a Union Member

➤ Membership Date is displayed

- EXCL DATE = Date Union Dues Exclusion entered by the District
- EXCL FLAG:
  - T = Vendor excluded by the Union or OCFS at Tax ID level
    - Exclusion year is in parenthesis
    - Districts cannot change Union Dues Exclusion Flag at Tax ID level
  - V = Vendor excluded by the District at Vendor ID level
    - Districts can change Union Dues Exclusion Flag at BICS VID level

**NOTE: Updates to BICS Vendor Union Dues Exclusion Flag made prior to 1/1/17 will impact Union Dues Deductions on checks issued in 2016.**

**When the BICS Vendor Union Dues Exclusion Flag is removed, Union Dues Deductions will start on next Child Care Vendor check.**

**When the flag is added, deductions will not be made on the next Child Care Vendor check.**