

Generate Revised BICS Union Dues Report for Excluded Vendors and Update BICS Child Care Vendor ID Union Dues Exclusion Flag

Effective 12/5/16, districts may review BICS Child Care Vendors (services vendor commodity code 01) who are excluded from Union Dues deductions by generating a revised BICS Union Dues Report for Excluded Vendors. Beginning 1/1/17, Union Dues deductions will occur only for Child Care Providers who are union members.

It is recommended that districts review the BICS Union Dues Report for Excluded Vendors to ensure that the BICS Vendor ID Union Dues Exclusion Flag is up to date. Any updates made to the Union Dues Exclusion Flag in 2016 will be applied to Child Care Vendor checks issued in 2016. It is recommended to wait until after 1/1/17 to update BICS Vendor ID Union Dues Exclusion Flag if updates are necessary for Child Care Vendor checks issued in 2017.

A revised report displaying BICS Vendors Excluded from Union Dues Deductions is available on BICS BPR 38 – Union Dues.

1. To generate a revised BICS Union Dues Excluded Vendors Report – UNION DUES REPORT FOR EXCLUDED VENDORS - BICS RPT UNIONRPT:

a. On BICS LDMIP Menu (LDMENU):

- o Enter selection 01 – BICS Production Requests (BPR)

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 TIPILOG INQUIRY	30
15 LDMENU	31
16 WELFARE MANAGEMENT SYSTEM (WMSMNU)	32

b. On BICS Run Request Menu (LPARM1):

- Enter selection 38 – Union Dues

```
LPARM1                BICS RUN REQUEST                DIST BLOO 11/30/16
***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 EMERGENCY PAB CONTROL                38 UNION DUES
```


d. UNION DUES REPORT FOR EXCLUDED VENDORS - BICS RPT UNIONRPT

- All BICS Child Care Vendors excluded by the Union or OCFS at Tax ID level and by the district at BICS Vendor ID level are included in the report
- Report revised to display Union Membership and effective date

BLOOM		COUNTY DEPARTMENT OF SOCIAL SERVICES		PAGE 1	
		UNION DUES REPORT FOR EXCLUDED VENDORS		BICS RPT UNIONRPT	
EMP NO/SSN	VENDOR-ID	VENDOR NAME	EXCL DATE	EXCL FLAG	MEMBER DATE
000001700	00000002	TEST DAY CARE VENDOR NAME-1	09/20/16	V	N
012345678	DAYCAR40	MOMS DAYCARE	11/28/16	V	Y 10/17/16
	DCDUP40	DAY CARE ANONYMOUS		T(2016)	Y 10/17/16
074526489	404521	CHILD CARE PAR EXCELLENCE	03/14/12	V	Y 10/17/16
074989898	ANTTEST1	IST UNION DUES TEST	09/14/11	V	Y 10/17/16
075648972	07462548	AVAILABLE	10/31/11	V	Y 10/17/16
089786755	DCVID1	MR ROBOT FAMILY DAY CARE		T(2016)	Y 10/17/16
	DCVIDI	TEST CSEA INTERFACE 501	10/20/16	V	Y 10/20/16
111111111	DAYCARE	DAY CARE		T(2016)	N

- EXCL DATE = Date Union Dues Exclusion entered by the District
- EXCL FLAG:
 - V = Vendor excluded by the District at Vendor ID level
 - Districts can change Union Dues Exclusion Flag at BICS Vendor ID level
 - 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

2. To Change BICS Vendor ID Union Dues Exclusion Flag:

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.

a. On BICS LDMIP Menu (LDMENU):

- Enter selection 05 – Vendor Operations

```
►LDMENU
                LDMIP MENU
USE APPROPRIATE SF KEY (1-15) OR INDICATE SELECTION NUMBER 05 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
```

b. On BICS Vendor Operations Menu (LVOMNU):

- Enter Vendor ID
- Enter Selection 02 – Change Vendor Data

```
▶LVOMNU                VENDOR OPERATIONS MENU                DIST BLOO  11/29/16
VENDOR ID 00000002    ENTER SELECTION NUMBER 02    VENDOR REUSE ^ XMT ^
                   (SELECTION 01)
01 DATA ENTRY - INITIAL VENDOR ENTRY/ADD
02 CHANGE VENDOR DATA
03 DELETE VENDOR
```

