

Daily Control-Recalculate and Process International Update



1 Click "Local"

Local [Last Suspend: 5/31/2023 LIU: 6/15/2023 System Date]

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[Fund/ATS Employers](#)

[Reports](#)

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Member Number: SSN:

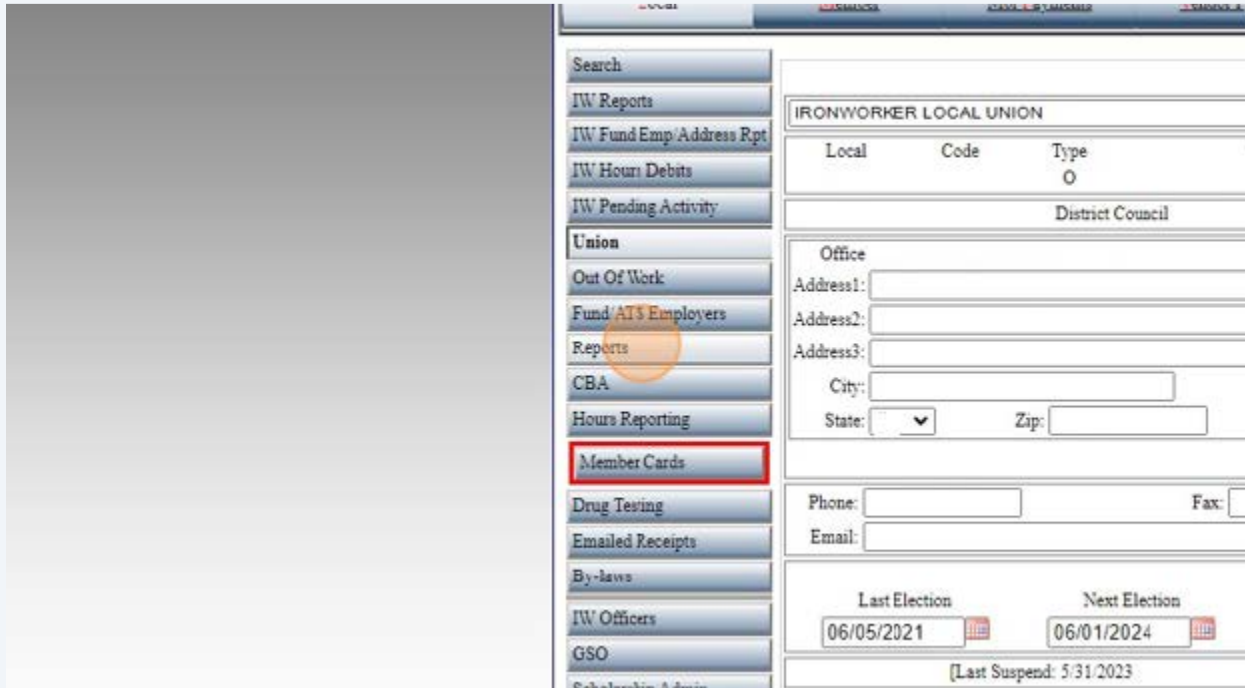
Type: Class:

Last: First Name:

Other ID: Emp ID:

[Set To Defaults](#) [Clear](#) [A](#) [B](#) [C](#) [D](#)

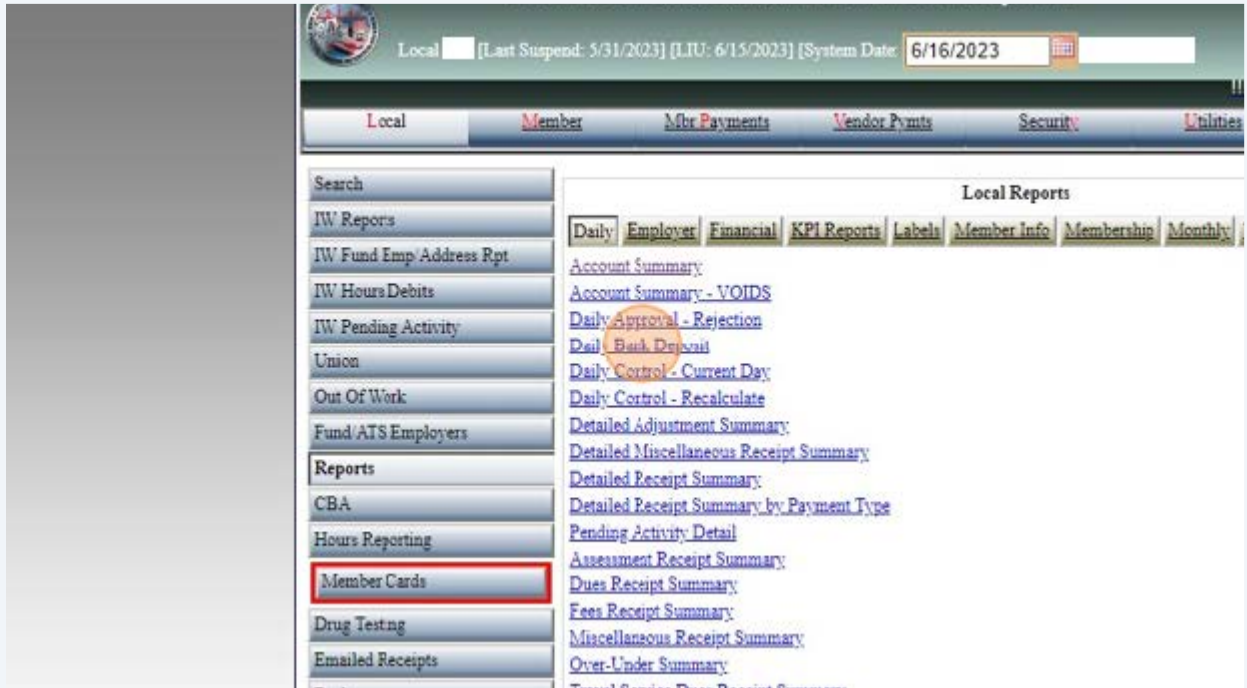
2 Click "Reports"



3 Click "Daily"

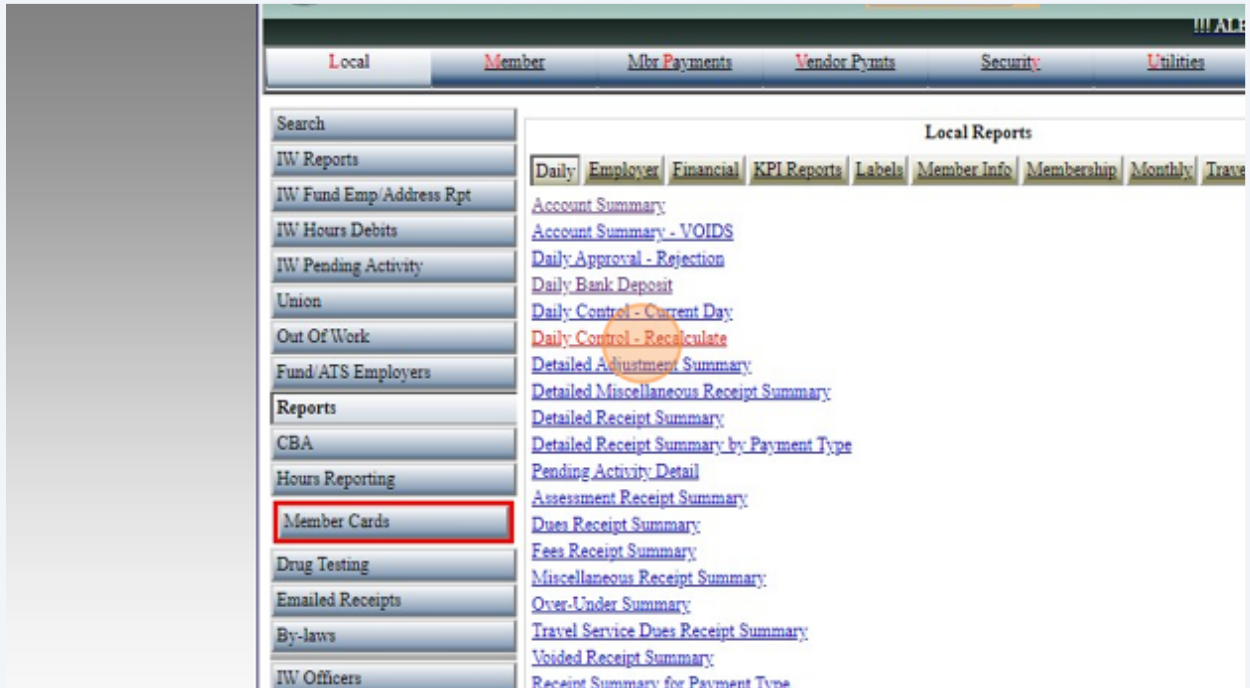


4 Click "Daily Bank Deposit"



5 Ensure Daily Deposit totals are correct for each payment type and total for the day

6 Click "Daily Control - Recalculate"




7 Click here.

The screenshot shows a form with the following fields and controls:

- Recalculate Date: (with a calendar icon highlighted by an orange circle)
- Enter Deposit:
- Re-calculate Entire Month:
- Valid Amount:
- Receipt Total:
- Re-Enter Deposits: True False
- Validation Message:
- Current Date is:

8 Click the date you are recalculating for

Recalculate Date: 

Enter Deposit:

Re-calculate Entire Month:

Valid Amount:

Receipt Total:

Re-Enter Deposits: True False


Validation Message:

Current Date is:

June 2023						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Today is Monday, June 26, 2023

9 Click the "Enter Deposit:" field.

Recalculate Date: 

Enter Deposit:

Re-calculate Entire Month:

Valid Amount:

Receipt Total:

Re-Enter Deposits: True False

Validation Message:

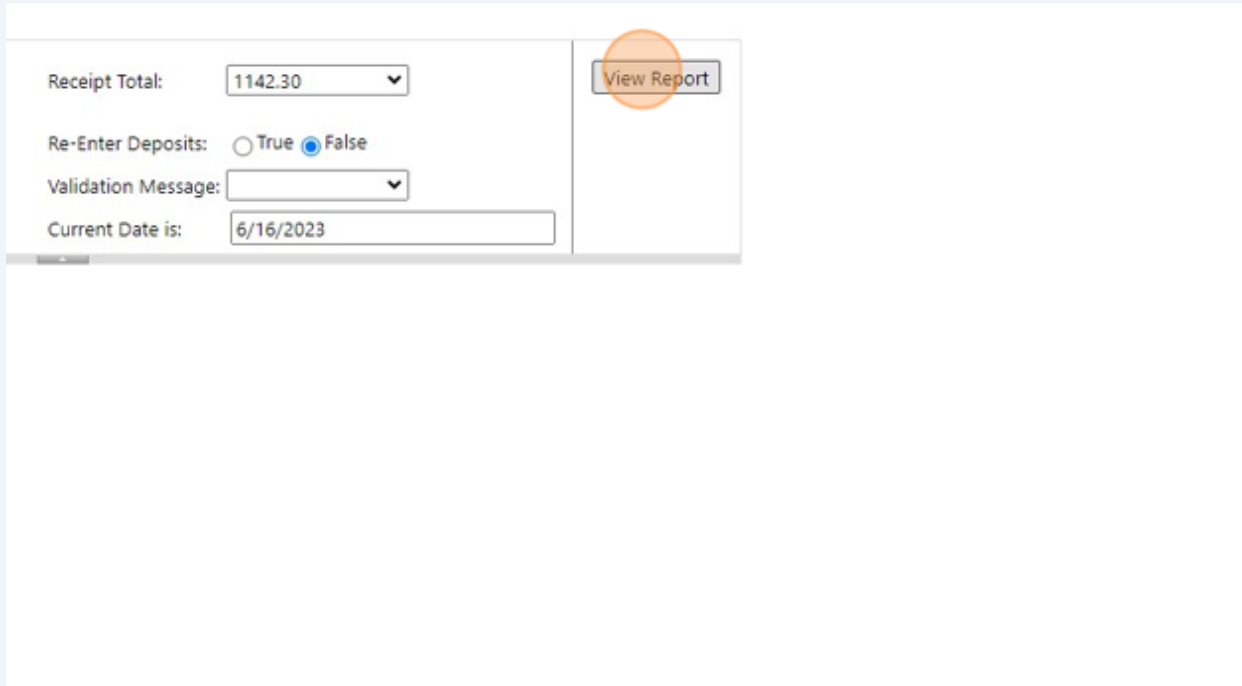
Current Date is:

10

Enter your deposit total here. It should always match your Receipt Total. If it does not match, there is a correction needed. Please contact the IT Help Desk.

11

Click "View Report".



The screenshot shows a web form with the following fields and controls:

- Receipt Total: 1142.30 (dropdown menu)
- Re-Enter Deposits: True False
- Validation Message: (dropdown menu)
- Current Date is: 6/16/2023 (text input)
- View Report (button, highlighted with an orange circle)

12

Your daily and monthly totals should match. If they match, please proceed with processing the International Update.

13 Click "Utilities"



14 Click "International Update"



15 Click this button.

The screenshot shows a web application interface with a navigation bar at the top containing links for 'Home', 'Vendor Pymts', 'Security', 'Utilities', and 'Logoff'. Below the navigation bar, there is a 'User Information' section with a table showing 'Number of users online: 0' and a table with columns 'Name', 'Last Activity Date', and 'Log Them Out?'. Below that is an 'International Update' section with the text 'Transfer Date: 6/15/2023' and 'Transfer Date: 6/16/2023', followed by the message 'This update will run the daily C1 report for this month.' and a 'Process Now' button highlighted with an orange circle. At the bottom, there is a footer with the text 'International Membership Data is as of 6/15/2023' and 'Union of Bridge, Structural, Ornamental and Reinforcing Iron Workers'.

16 Click this button.

The screenshot shows a confirmation dialog box titled 'International Update Complete'. The text inside the dialog reads: 'Close-out has run successfully and after clicking 'OK' you must log back into IWITS using a date of 6/16/2023 or after.' Below the text is an 'OK' button highlighted with an orange circle.