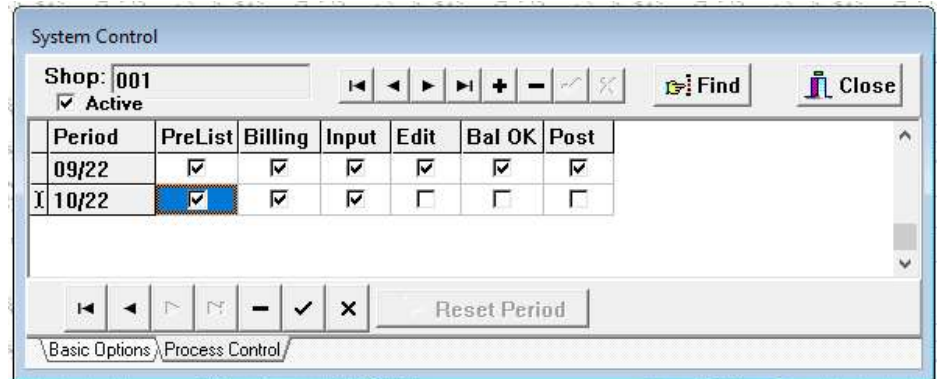# BCLDCS Control Record Features

The following explains the different results from changing Control Record Checkboxes
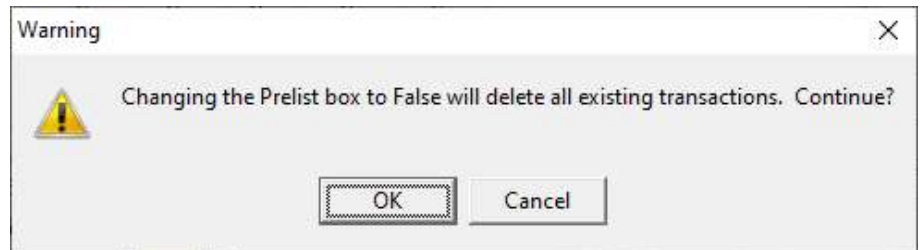
- To Reset a Prelist and start it over prior to posting it:
  - This is often done to allow for additional maintenance in MUMS before proceeding with a Prelist.

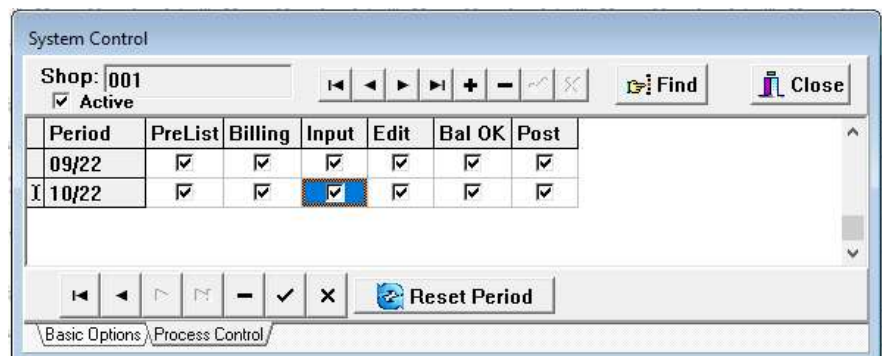Uncheck the PreList Checkbox to start over…

Ok the warning.

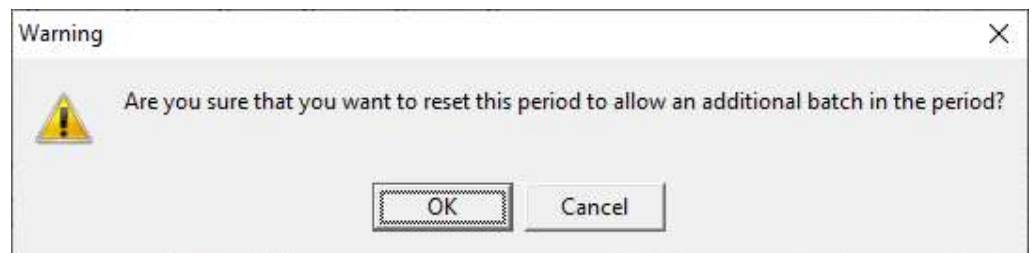Note: this only removes pending transactions not any posted history.

- To do an additional Prelist for the same period:
  - This is done to accept a 2nd check for the same period and NOT effect any prior postings for the same period.

Click on the Input checkbox then click on the RESET PERIOD button.


OK if you wish to start an additional prelist for the same period.

- To remove a prelist that you have not posted yet:
    - This is usually done if you started a prelist and wish to remove it because you have other maintenance to do or you do not have the payment yet.
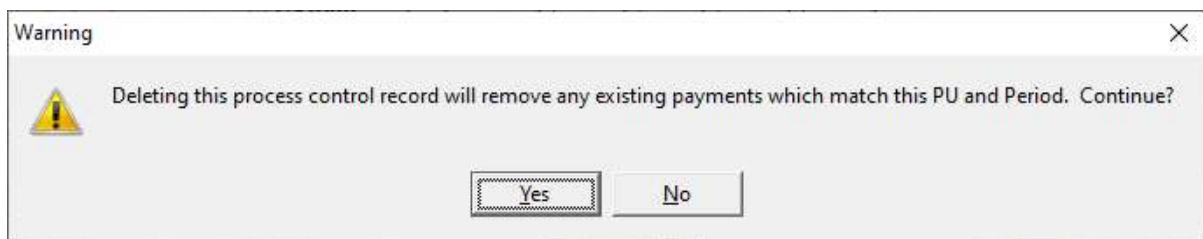   - DO NOT DO THIS IF YOU HAVE ALREADY POSTED… See next function

Click once on any checkbox other than Prelist & Post which have special functions…
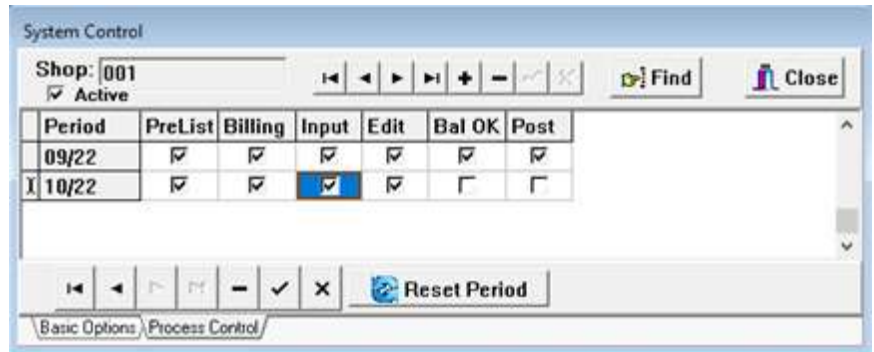
Click on the "-" button AT THE BOTTOM to ask to Delete the Prelist.

WARNING: Using the "-" AT THE TOP of the Process Control Record will remove this Shop from the BCLDCS program.

Then OK to delete the prelist batch:

Then Yes if you wish to remove the prelist for this SHOP and PERIOD.

- To Undo a Posting and Remove the Payments from Member's History:
    - This will remove the payments as if never done and allow you to recreate the prelist and start "ALL OVER AGAIN".

Uncheck the Post Checkbox.

Then YES to delete the posted payments & revert back the Paid-Thru-Dates.