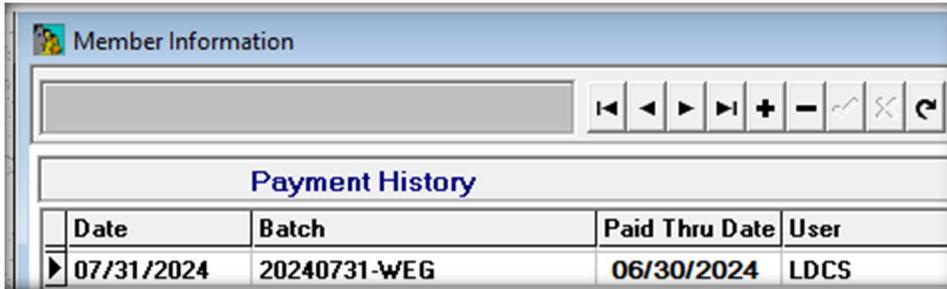


## BCTGM: Payment Batch dated in Wrong Month

If you find that your coversheet does not show all of your PerCap for a certain reporting month, it most likely is that the batch was dated wrong.

The Date Received is the month that the PerCap will be reported.

In the following example a payment was dated in July when you meant it to be in June and the PerCap for that shop did not show up on the June Coversheet.



The screenshot shows a window titled "Member Information" with a "Payment History" table. The table has four columns: Date, Batch, Paid Thru Date, and User. A single row is visible with the following data: Date: 07/31/2024, Batch: 20240731-WEG, Paid Thru Date: 06/30/2024, User: LDCS.

Date	Batch	Paid Thru Date	User
07/31/2024	20240731-WEG	06/30/2024	LDCS

So you write down the Batch ID and do the following to correct the whole batch.

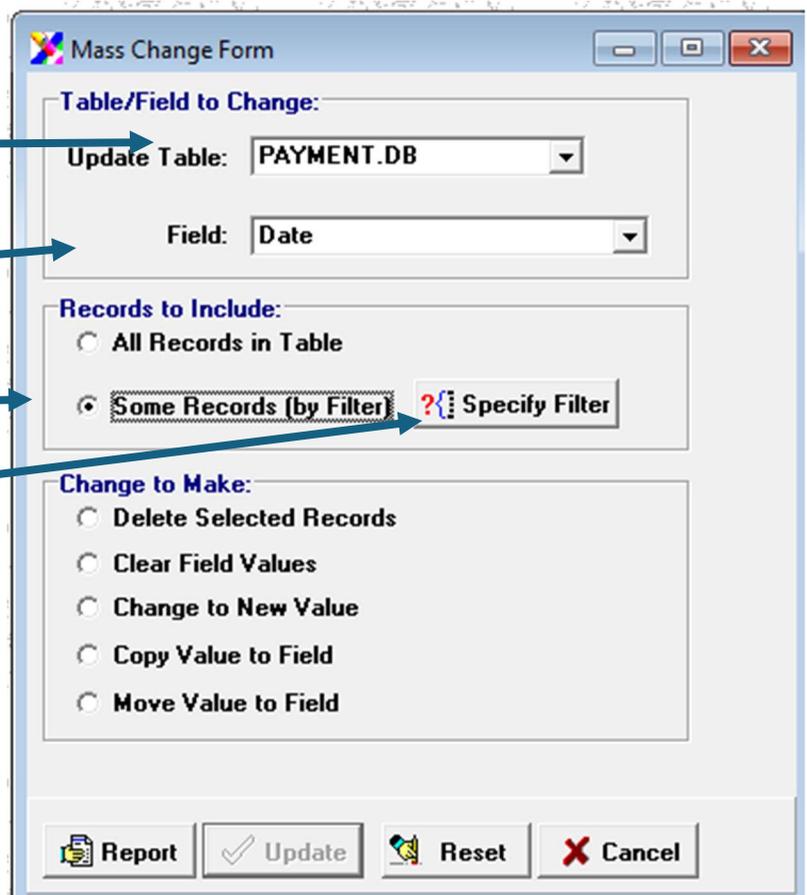
In MUMS: File | Table Operations | Mass Changes-General...

Select Table "PAYMENT.DB"

Select Field "Date"

Then click on "Some Records (by Filer)"

Then click on the "Specify Filter" Button.



The screenshot shows the "Mass Change Form" dialog box. It has four main sections: "Table/Field to Change:", "Records to Include:", "Change to Make:", and a footer with buttons. Annotations with arrows point to specific elements: "Update Table: PAYMENT.DB", "Field: Date", "Some Records (by Filter)", and "Specify Filter".

**Table/Field to Change:**  
Update Table: PAYMENT.DB  
Field: Date

**Records to Include:**  
 All Records in Table  
 Some Records (by Filter) Specify Filter

**Change to Make:**  
 Delete Selected Records  
 Clear Field Values  
 Change to New Value  
 Copy Value to Field  
 Move Value to Field

Buttons: Report, Update, Reset, Cancel

Specify Custom Filter

Show records that fulfill these conditions:

Where this field	has this condition	compared to this
Batch	equals	20240731-WEB

Batch equals 20240731-WEB

Sort by Field (optional)

**Instructions:**  
Enter TEXT to compare to. Double click to add a new line.

Select "Batch" in the Select Field box.

Select "equals" in the Set Condition Box.

Enter your Batch-ID in the Enter Text of Val box.

Then press OK button

Then click on "Change to New Value"

Then enter the New Value

Then click on the Update button to change all the dates in that batch.

Mass Change Form

Table/Field to Change:

Update Table: PAYMENT.DB

Field: Date

Records to Include:

All Records in Table  
 Some Records (by Filter)

Change to Make:

Delete Selected Records  
 Clear Field Values  
 Change to New Value 06/30/2024  
 Copy value to Field  
 Move Value to Field