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Repair/Resolve Household Occupant Records

The purpose of this procedure is to review and clean up any erroneous dates for Household Stat and Household Occupant records which include the following data fields: Address, City, State, Zip, Annual Income Level, Member of Household over 65, Member of Household Handicapped, Head of Household, Housing/Community, Single Parent, Number in Household, Number in Household Under 18, Military Branch and Lives on Military Base.

There could be overlapping dates, numerous records with no end date or multiple records both having an end date.

These issues can make members appear in dropdowns and on reports multiple times or not at all.

1. From the Main Menu click Procedures
2. Click the MTS Maintenance tab at the top
3. Click the Repair/Resolve Household Occupant Records on the left
4. Click the Resolve/Repair Household Occupant Records button on the bottom left
5. It will run and then click OK when finished
6. Click the Resolve/Repair Household Stat Records button on the bottom right
7. It will run and then click OK when finished

Repair/Resolve Memb Stat Records

The purpose of this procedure is to review and clean up any erroneous dates for Memb Stat records which include the following data fields: School, Fee Level, School Grade, Age Group and Marital Status.

There could be overlapping dates, numerous records with no end date or duplicate records.

These issues can make members be counted in reports multiple times or not at all.

1. From the Main Menu click Procedures
2. Click the MTS Maintenance tab at the top
3. Click the Repair/Resolve Memb Stat Records on the left
4. Click the Resolve/Repair Memb Stat Records on the bottom
5. It will run and then click OK when finished