

WinStabs- NMR 2019 Explained

Program Changes

- New file format- will require Access or Runtime 2010 or newer. **Access is highly recommended.**
- Rail and Bus databases combined into one version.
- WinStabs will now house multiple years of data.
- Drop down menus are gone and replaced with a “Smart Ribbon.”
- Savings accounts are now tracked and reconciled.
- Member Records have been removed and the billing process has changed. All billing actions take place in TD Connect and financial transactions are now handled in WinStabs.
- Default Report Year- this field has been added to the home screen. Many reports in WinStabs will filter by year and this controls the filter.

File Tab (Microsoft Tab)

- This tab is created by Microsoft and goes with any database.
- Use this tab to set “Trusted Locations.”

Tools Tab

- Treasurer Information- this form houses information about the current treasurer and local such as the current year, treasurer’s address, contact information, type of IRS filer (941 or 944), type of local (Rail or Bus), charter city, tax ID numbers, and useful login information.
- **Process eBill- this is the new billing action that must be completed after an eBill is worked (old Billing Cover).**
- Officer Records- this replaces the member records. It houses all the officer contact information, pay type, individual tax rates, and officer titles. You can also access the W-4 and I-9 from here for each officer when needed.
- Export Data- makes a backup of your entire database. **MUST BE DONE MONTHLY!**
- Import Data- wipes the current database and brings in a previously exported database.
- Enter New Year Tax Rates- this form will be used each January to ensure that the rates are set correctly for the year. This was previously done with a new version each year. The TD will issue a notice to all treasurers as soon as the tax rates are available each December.
- Check Rail/Fica Rates- this menu is used mostly in the Bus Locals. The Suta rate changes by state.
- Funds Transfer (uncommon)- this is the same form as in previous versions of WinStabs. It was used to transfer money between funds. There are very rare cases where this would happen in the new software. If this process is needed, the Field Audit Helpdesk should be contacted.

- Initial Setup- this is a onetime setup menu. This will set the beginning balances of each fund including savings and allow you to enter a description of each Local Committee. The mileage rate will be set/changed in this form as well. The beginning balances will no longer need to be entered each year.
- New Year Setup- this form will calculate the year end balances when a year is finalized. All statements must be reconciled and balanced before this button is clicked. It will allow the user to enter the year to be started and enter all necessary information into the tables to start the year.
- S&T Tools- opens Secretary Tools Page in default browser.
- Internet Links – this form contains helpful internet links.
- TD Connect- runs a *.bat file and opens TD Connect in Internet Explorer.
- Rescue Session- opens a form with a web browser set to the 'logmein' entry screen and allows a Field Support Team member to remotely connect.
- WinStabs Support –shows contact information. Allows emails to the WinStabs Support Team and will allow a treasurer to upload a file to the old Google Drive if needed.
- About WinStabs – About Screen
- Web News- when WinStabs opens, the News Screen displays for 10 seconds and then closes. If the user wishes to see it again it will reopen with no timer.

Receipts Tab

- Enter Receipts- form allows user to enter money received into WinStabs. This form will also direct you to the Deposit screen.
- Deposit Previously Entered Receipts – this is the deposit screen to finalize any receipts that were entered but not deposited.
- Remove a Bank Deposit- allows users to delete a bank deposit that was entered in error.
- Correct Receipts- allows user to correct incorrect receipt entries without deleting.
- View/Correct LCA Deposits- this form shows the money that was transferred from the Local Fund to each LCA when the eBill was processed. Records can also be deleted if an error was made.
- Receipts Control Ledger- shows all receipts in the Default Report Year.
- Receipts by Type – allows users to select type of receipt and generates a report by the Default Report Year criteria.
- Receipts by Payer- allows users to select a payer and generates a report by the Default Report Year criteria.
- Bank Deposits- generates a report of all bank deposits and groups any receipts that were deposited under the same deposit ticket number. This also uses the Default Report Year criteria.

Disbursements Tab

- Extra Payment to TD- this form allows for extra payments to the Transportation Division such as Bond Payments, Supplies, and 401K payments.
- Member Refunds- this is a dual form and allows TD Connect to open inside of WinStabs. It is used when issuing refund checks to members. The user can retrieve

the amount owed, make a note in TD Connect, and write the disbursement in WinStabs. Remember, if refunds are being done through payroll deductions then there is no action in WinStabs to be taken unless you only use the link to open TD Connect.

- Vendor/Other Disbursements – this form is where disbursements are made to non-officers/employees. For example, if the Local buys stamps and writes a check to USPS, it would be entered here, or for things like meeting hall rental and donations. This form would also be part of the 2-step process to transfer money from a Local's Checking account to their Savings account. Do NOT put officer/employee payments in this screen even if they are untaxed or the LM will be reported incorrectly and will have to be audited and repaired at the end of the year.
- Enter Payroll/Wage- this form is used for paying officers' salaries, lost time, and expenses.
- Earning Record- allows user to pull a report on each officer of their earnings for the period in the Default Record Period.
- View Payroll Paid- allows users to see Payroll/Wage checks that have already been posted. This is a Read-Only form and no changes can be made.
- Earnings Record (Quarterly)- generates a report by employee by quarter for their total earnings. The year is pulled from the Default Report Period.
- CT1- Monthly Liabilities – generates a report by employee of RRTA Liabilities; rarely used.
- Payment History – shows form of payments paid. This form is very close to the Earning Record Report, but allows the user to navigate each check written to an officer.
- Delete Payroll Record- allows user to delete a payroll record. This will delete the payment, any mileage that was entered, and ALL tax payments associated with the payment. Use caution before deleting a payroll record! If the taxes have been paid already and a replacement check is necessary, then another process needs to take place. Deleting a payroll record after the taxes are paid will cause tax reporting issues and may lead to payments being required and/or amended returns filed.
- Add Officers to Payroll List – allows users to access the officer record and put in a wage type. The only records that will show up in this form are officers with a title but no wage type.
- Correct Payroll List Entries – allows user to assign an officer title to someone who has a wage type but no title.
- Vacation Lost Time Report- generates a report for reimbursements to officers that have been compensated for Lost Time. The report calculates the amount owed to the officer using the number of weeks of vacation.
- Disbursement Ledger- generates a report by the Default Report Period on all disbursements.
- LCA Ledger [Filtered] – allows user to select a specific LCA and generates a report of all disbursements for the selected LCA in the Default Report Period.
- LCA Ledger [All]- generates a report of all disbursements in the LCA's by the Default Report Period.
- Local Fund Ledger – generates a report of all Local Fund disbursements for the Default Report Period.

- Disbursement Ledger by Month – generates a report of all disbursements by the month selected.
- Disbursement Ledger Local Only – another view of the Local Disbursements.

Tax Payments Tab

- CT-1- form that shows tax calculations for RRB taxes that need to be paid. Paid Monthly via EFTPS.
- Federal- form that shows Federal taxes that are due. Paid Monthly via EFTPS.
- State- form that shows State taxes that are due.
- Other- some of our locals have local taxes or other types of taxes for their respective states. This form shows all EE and ER taxes that are due.
- Futa- form that shows Federal Unemployment Taxes due (form 940) (BUS ONLY)
- Suta – form that shows State Unemployment Taxes due. (BUS ONLY)
- Penalties- allows users to pay any penalties or bills received from government agencies.
- Remove a Tax Payment- allows user to delete a tax payment that has been made in WinStabs in error.
- Taxes Paid [By Month]- generates a report that shows the taxes that have been paid in a spreadsheet.
- Taxes NOT Paid [By Month]- generates a report that shows Taxes that have not paid in a spreadsheet.
- Taxes Paid [Check Number]- generates a report that shows all tax payments made in the Default Report Period with the Amount and Check Number. Compare to the EFPTS payment history to ensure all taxes are paid.
- Total Tax Liability- generates a report that shows all tax liabilities for the Default Report Period.

Banking Tab

- Reconcile Checking- form to reconcile the local's checking account in WinStabs. This must be done Monthly. This will ensure the accuracy of all entries and allow the user to keep up with checks that have not cleared the bank.
- Reconcile Savings- if there is a savings account present, this form will allow the user to reconcile the savings statements. In this version, transactions can be entered against the savings account. In most cases, there will be interest deposits. By reconciling the savings all the interest and final account balances will automatically be added to the year-end reports. Also, the balance of savings is added to the Local Fund Account when the meeting report is generated.
- View Cleared Items- this form allows the user to see all items that have been checked as clearing the bank. This is also where a bank statement reconciliation can be reset if needed.
- All Checkbook Items- shows all checkbook activity for the Default Report Year.
- Checkbook Activity [Filtered]- allows a date range to be entered and then generates a report with activity in that period.
- Outstanding Checks- generates a report that shows all checks that have not cleared the bank.

Reports Tab

- Meeting Report- use this form to prepare the treasurer's report for each meeting. When it opens it will direct the user to obtain the most current member variance from TD Connect. Obtain the amount owed to members and the amount that is owed to the local. Enter the year, meeting date, refunds due, amount owed, and select the LCA's. This will create a balance sheet for each account.
- Activity Report- use this form to enter the last meeting date and the current meeting date. A report will be generated with all bank activity that has been recorded in WinStabs.
- Enter Minutes- form allows for minutes to be entered WinStabs so that they can be backed up with the Data. If you keep minutes in another program, ensure you have a backup of them.
- Print Minutes- user selects a date from the drop-down menu and a set of minutes is generated by all the entries on that day.
- Task List- this form allows the user to keep track of when things were submitted. It also contains all the due dates for reports.
- IRS Form 941- generates the form to assist in filling out federal tax Form 941. This is a quarterly form.
- State Tax Annually- this report allows a user to filter pay records by state and assists in filling out state tax returns.
- State Tax Quarterly Rail- this report allows a user to filter pay records by state and quarter. Assists in filling out state tax returns.
- State Tax Quarterly FICA- this report allows a user to filter pay records by state and quarter. Assists in filling out state tax returns.
- IRS Form 990- select the year to report and WinStabs will calculate which type of 990 filer that the local is. 990-N filers will be directed to the IRS login screen in the default browser; 990-EZ and 990 filers will be able to print out a worksheet to assist in filling out the correct IRS form.
- IRS CT1- select the year and WinStabs will create a worksheet to assist in filling out the CT-1 form reporting Railroad Retirement Board Taxes.
- IRS Form 944 – **THIS WILL ONLY SHOW IF SELECTED IN TREAS INFO.** Locals are Form 941 filers unless the IRS has notified the local in writing that a Form 944 should be filed. If a Form 941 is filed, then Form 944 is not to be filed.
- SSA W-2- select the year and WinStabs will create a worksheet for each officer/employee that was paid taxable earnings. This information will need to be entered on the SSA BSO site.
- Treasurer's Annual Report- select the year, enter the final banking balances from the December Statement(s), and print the report. The trustees will need to audit the year and sign off. This report only goes to Smart TD.
- DOL LM- select the year and WinStabs will calculate which LM Report is to be filed (LM2, LM3, or LM4). A worksheet will be generated to fill out the proper form online with the Department of Labor.
- LM Officer Errors- allows user to change officer information before creating the LM2 or LM3.
- LM2 Schedule Corrections- allows reclassification of payments for different activity types (only necessary for LM2 filers).