WinStabs is SMART-TD’s proprietary bookkeeping software. The program runs using Microsoft Office Access (32-bit version 2010 or newer).

Main Screen

- Version – The most up-to-date version will be available for download in TD Connect.
- Local Information – This information is entered/updated on the Treasurer information form under the Tools menu.
- Default Report Year – Any report in WinStabs that does not require a period selection before opening is pulled by this year.
  - To change the year, select Change Default Report Year under the Utilities menu.
Tools Menu

- Main menu
  - Treasurer Information – Update Treasurer Information, type of local (rail, bus, or combination), EIN, labor management file number, and store login and password credentials.
  - Process eBill – Process certified eBills from TD Connect. This process moves the appropriate dues amounts to each LCA.
  - Officer Records – Add/Update Officer information. If a wage or expense disbursement is made to a member, they must have a record.

- Backup Utilities
  - Export Data – Saves the current state of the database to a user-selected local file location. **THIS SHOULD BE DONE MONTHLY!**
  - Export to TD Connect – Follow the steps and this function will assist in uploading a copy of the database quarterly to SMART. (March 2, 2015 Policy)
  - Export to Field Audit – Follow the steps and this function will assist in exporting your data to a secure folder if a Field Support Representative is working with you. This should only be used when requested by an International Representative.
  - Import Data – Allows the user to import WinStabs data from a selected local file. Caution: you should know what is being imported before continuing because this deletes the current state of the database in its entirety.

- Help and Support
  - S&T Tools - Opens the S&T Tools page in the default web browser.
  - Internet Links – Commonly used Internet links.
  - TD Connect – Opens TD Connect in Internet Explorer.
  - Rescue Session – Opens a Rescue Session for remote assistance with a Field Support Representative. This should only be used when requested by an International Representative.
  - WinStabs Support – Displays support contact information.
  - About WinStabs – Displays the about screen. This also restarts WinStabs.
  - Web News – Displays the same News and Reminders that opens when WinStabs loads.

- Report Actions
  - Print – The print button is always on the ribbon and will print any report when it is open. For WinStabs to work correctly, multiple reports should not be open at the same time.
  - Close – The close button is only enabled when a report is open. Clicking on the close button will close the report and return the user to the main screen.
Receipts Menu

- **Enter Receipts**
  - Enter Receipts – Allows the user to enter information about money received by the Local into WinStabs, deposit the money into the fund, and print a receipt voucher, if necessary.
    - If entering a receipt for money received directly from a member for dues or voluntary benefits, the receipt must also be entered as a payment on the member’s record in TD Connect.

- **Deposit**
  - Deposit Previously Entered Receipts – Displays any receipts that have not been deposited and allows the user to deposit the monies into the fund.

- **Remove/Correct Receipts**
  - Correct or Remove Receipts – Shows all receipts and allows the user to change information or delete receipts.

- **LCA Maint**
  - View/Correct LCA Deposits – Shows all Committee Receipts entered for the year through eBill processing and allows the user to correct or delete entries.

- **Reports**
  - Receipts Control Ledger – Displays all receipts for the selected default report year.
  - Receipts by Type – Filters receipts by the income type.
  - Receipts by Payer – Filters receipts by the payer.
  - Bank Deposits – Shows all deposits for the year listed in order by the deposit date.

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Disbursements Menu

This menu will change depending on the tax type selected in the Treasurer Information form under the Tools menu.

- **General Disbursements**
  - Extra Payment to TD – Enter disbursements to the Transportation Division or UTUIA. Examples are bond payments, supply invoice payments, UTUIA Roth payments, and UTUIA premium payments if a notice is received by the Local.
  - Member Refunds – Enter member refunds that are disbursed only by check. This also opens a TD Connect window inside WinStabs, allowing the user to enter the refund into the member’s record at the same time.
  - Vendor/Other Disbursements – Enter disbursements to vendors that are paid by check. Examples are post office box rental, meeting hall rental, bank charges, etc. DO NOT pay any officer of the Local or LCA in this screen.

- **Rail or FICA Wage and Expense**
  - Enter Wage/Expense – Enter payments to officers of the Local and LCA. This function allows for taxable compensation and reimbursements.
  - Earning Record – Displays a report for a selected individual or all earning records paid through the Wage/Expense form.
  - View Payroll Paid – View wage & expense form entries already entered.
  - Earnings Record Quarterly – Displays a report of wage/expense records for a selected quarter.
  - CT1 Monthly Liabilities (Rail only) – Displays all relevant CT1 tax liabilities.
  - Payment History – Displays year-to-date payment histories by fund for every member who received compensation and/or reimbursement.

- **Payroll Maintenance**
  - Delete Payroll Record – Allows a payroll record to be deleted. This also deletes all paid and unpaid tax liabilities associated with the record.
  - Add Officers to Payroll List – Allows the user to assign a wage type to an officer, and adds their name to the Member field of the Wage/Expense entry form.
• Payroll Maintenance (continued)
  o Correct Payroll List Errors – Allows the user to assign an officer title to someone who has already been assigned a wage type.
  o Vacation Lost Time Report – Calculates vacation pay due to members based on Lost Time entered through the Wage/Expense entry form.

• Disbursement Reports Filtered
  o Disbursements by Purpose – Filters disbursements by the purpose.
  o Disbursements by Payee – Filters disbursements by the payee.

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Tax Payment Menu

NOTE: PAYING TAXES IN WINSTABS DOES NOT ACTUALLY DEPOSIT TAXES. TAXES MUST BE PAID VIA EFTPS OR STATE AGENCY.

This menu will change depending on the tax type selected in the Treasurer Information form under the Tools menu.

- Payments
  - CT-1 – Calculates CT-1 tax liabilities due to the IRS.
  - Federal – Calculates federal tax liabilities due to the IRS.
  - State – Calculates withholding tax liabilities due to the state.
  - Other – Calculates any EE or ER tax liabilities due to the state.
  - Futa – Calculates Federal Unemployment (FUTA) tax liabilities due to the IRS.
  - Suta – Calculates State Unemployment (SUTA) tax liabilities due to the state.
  - Penalties/Past Year Taxes – Allows the user to enter payments made in the current year for previous year tax liabilities and fines.

- Remove Tax Payment – Deletes a previously assigned tax payment.

- Tax Payment Reports
  - Taxes Paid - Reports all taxes paid for the default year.
  - Taxes Not Paid – Reports all taxes due but not deposited for the default year.
  - Taxes Paid [Check Number] – Lists all tax payments entered for the default year by the date and the check number.
  - Total Tax Liability – Lists all paid and unpaid taxes for the default year.

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Banking Menu

All Savings Items will not display on the Banking menu if the Local doesn’t have a savings account.

- **Bank Reconciliation**
  - Reconcile Checking – Allows the user to compare the checking account statement of the Local with entries in the WinStabs checkbook. This should be done MONTHLY.
  - Reconcile Savings – Allows the user to compare the savings account statement of the Local with entries allocated to Savings/Investments in the WinStabs checkbook. This should be done whenever a savings account statement is issued.
  - View Cleared Items – Allows the user to view items cleared for the default year. The user can also restore previously cleared entries individually or by statement month in order to complete checkbook reconciliation for one or more months.

- **Reports**
  - All Checkbook Items – Displays all items listed in the WinStabs checkbook for the default year.
  - All Savings Items – Displays all items listed in the WinStabs checkbook that are allocated to savings accounts for the default year.
  - Account(s) Activity Filtered – Displays all items in the WinStabs checkbook within a selected date range.
  - Outstanding Items – Displays all items not cleared during the reconciliation of accounts.

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Ledgers Menu

- Reports – All data is based on the default report year.
  - Local Ledger – Displays all Local fund transactions.
  - LCA Ledger [Filtered] – Displays LCA fund transactions by LCA.
  - LCA Ledger [All] – Displays LCA transactions for each LCA.
  - Disbursement Ledger – Displays all disbursements by check number and date.
  - Disbursement Ledger [By Month] – Displays the disbursement ledger by selected month.

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Reports Menu

This menu will change depending on the tax type selected in the Treasurer Information form under the Tools menu.

- **Treasurer’s Report**
  - Meeting Report – Generates the meeting report to be read into the minutes at each monthly Local meeting.
  - Activity Report – Displays all receipts and disbursements for a selected date range, which should correspond with the period between the last Local meeting and the upcoming Local meeting. The activity report should accompany the meeting report.

- **Minutes Menu**
  - Enter Minutes – Allows the user to enter meeting minutes in a formatted form.
  - Print Minutes – Creates a report from previously entered minutes.

- **Task List** – Displays a list of due dates for tasks. The completed date should be entered upon completion of each task.

- **Quarterly Reports**
  - OE1A – Generates a quarterly Form OE-1a report for RRB-creditable months. Allows the user to email the report directly to the Transportation Division or print locally for mailing to the Transportation Division.
    - To email from WinStabs, a mail client such as Outlook or Thunderbird must be set up on the user’s computer.
  - IRS 941 – Generates a quarterly 941 federal tax worksheet. This information is used to complete the IRS Form 941.
  - State Tax Annually – Generates a report showing state tax information on an annual basis.
  - State Tax Quarterly Rail – Generates a report showing state tax information on a quarterly basis.
  - State Tax Quarterly FICA – Generates a report showing state tax information on a quarterly basis.

- **Annual Reports**
  - IRS 990 – Generates a worksheet used to complete the appropriate IRS Form 990 based on adjusted receipts on an annual basis (990-N e-Postcard, 990-EZ, or 990).
  - IRS CT1 – Generates the annual CT-1 federal tax worksheet. This information is used to fill out the IRS Form CT-1. (RAIL ONLY)
  - SSA W2 – Generates worksheets used to complete employee W-2 statements on the Social Security Business Service website. Once this form opens, it allows the user to print the W-3 worksheet as well, which shows Rail or FICA depending on the Local.
  - Treasurer’s Annual Report – Generates the Treasurer’s Annual Report for trustee audit on an annual basis.
• Annual Reports (continued)
  o DOL LM – Generates a worksheet to complete the proper Labor Management report with the Department of Labor. The type of report required (LM-4, LM-3, LM-2) depends on annual receipts of the Local.
  o LM – Officer Errors – Allows the user to edit officer positions.
  o LM-2 Schedule Errors – Allows LM-2 filers to change the classification of disbursements.

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Utilities Menu

• Tax Rates
  o Enter New Year Tax Rates – Used to enter new tax rates or view the current year tax rates.
  o Check Rail Rates – Allows the user to update any Employer Other tax rates and maximums.
  o Check FICA Rates – Allows the user to update any SUTA and Employer Other tax rates and maximums.

• Utilities
  o Funds Transfer – Allows monies to be transferred between funds. This should not be used to move monies between WinStabs savings and checking accounts.
  o Initial Setup – Displays the beginning balance of each fund (Local on this form is the Checking), shows LCA information, and the current default mileage rate.
  o Setup New Year – Calculates new year fund balances and posts them in the program.
  o Personal Folders – Before WinStabsNMR was created, each member could have a folder stored locally on the computer to act as a filing system. This function accesses the old filing system.
  o Print Return Labels – Prints 30 return labels on Avery 5160 label stock.
  o Local Assets – Allows the user to record physical assets of the Local. This list posts to the Treasurer’s Annual Report and may be provided to the Department of Labor if requested.
  o Meeting Dates – Allows the user to enter the date of each regularly scheduled Local meeting, indicate if there was a quorum, and whether meeting minutes were recorded. If minutes are entered through WinStabs, this report will be updated accordingly.
  o Budget Worksheet – Uses relevant data based on date selection to generate a budget like the Excel budget workbook available from SMART-TD.
  o Change Default Report Year – Allows the user to manually change the default report year. The default report year resets to the current year each time WinStabs opens.