

WinStabs

The Secretary-Treasurer Automated Bookkeeping System



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WinStabs

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Chapter 1: Getting Started with WinStabs

WinStabs was created to help the local Treasurer to assist the bookkeeping tasks of your local. It is essential that you have the right equipment, that you set up the program correctly, and that you understand basic concepts.

This first chapter will address those issues. It cannot be emphasized enough how important this is for you to get started correctly. First the hardware and software requirement will be reviewed, then the basic concepts for using the WinStabs program will be covered, and finally this chapter will conclude with the elements of the program that must be preset. The assumption is made that you already are familiar with Windows Operating System. If you are not, then please refer to the Windows manual, a book on Windows Operating System, or a local training class.

System Requirements

By system we mean the entire package including the hardware, operating system software, application software, the WinStabs program, printer and configuration. Each one will be covered separately.

System Hardware

The hardware requirements will be broken down into two groups, the minimum requirements and recommended requirements.

Minimum Hardware Requirements

*Fast Pentium II Processor
2Gb Hard Drive
64 Mb RAM
1.44Mb Diskette Drive /CD-ROM Drive

SVGA Monitor
Keyboard, Mouse, etc.
InkJet Printer*

Recommended Hardware Requirements

*Pentium IV or higher Processor
40Gb or larger Hard Drive
512 Mb or higher RAM
1.44Mb Diskette Drive / CD-ROM Drive
USB Flash Memory Drive
SVGA Monitor
Keyboard, Mouse, etc.
InkJet or LaserJet Printer*

The reason for specifying an inkjet or LaserJet printer as opposed to a Dot Matrix is that Windows allows a large number of fonts, print styles, formats which are not all supported by the Dot Matrix printers. LaserJet printers are now very cheap and offer a cost savings in printing per page.

Application Software

When the International first introduced WinStabs, you needed either Access 97 or Access 2000 to run the program. Winstabs will NOT run with Access 97. If you do not have Access 2000 or newer, you won't need them. WinStabs is now available as stand-alone software. Winstabs will also work with Access 2002 (XP) and Access 2003. If you have Access 2000, it is required to update through <http://www.microsoft.com>, at Office UPDATE. For Access 2000, Install Service Pack 1a then Service Pack 3 for Microsoft Office.

WinStabs Software Program

The program itself will be available on CD-ROM, and this will be sent to Treasurers who already have Microsoft Access on their computer. If you do not have Access, you will receive the CD-ROM along with the run-time version of Access. This will allow you to run the database without Microsoft Access.

The WinStabs program consists of only one file. WinStabs is setup to run on an exclusive computer, that is, not in a network environment. There are no other special network considerations for using the WinStabs program. There is no installation required, however, if you are unsure as to how to put the program on your computer, see the Program Setup section of this chapter.

Printers

As indicated above in the hardware requirements section, the reason for specifying an inkjet or LaserJet printer as opposed to a Dot Matrix is that Windows allows a large number of fonts, print styles, and formats which are not all supported by the Dot Matrix printers.

Configuration

For Ideal setting on your computer, though not required, will produce the best looking WinStabs on your computer.

Under Control Panel

Display Properties – Set Screen Resolution to at least 1024 by 768 pixels. Under Advanced Setting set font size to LARGE. Under Advanced Appearance, set the Item MENU to 9 for size.

Regional Settings – Select Custom Settings. Then click the DATE tab at the top. Under SHORT DATE format choose **mm/dd/yyyy**. Click the Apply Button and then OK. You must create a New Folder in Local Disk (C) known as the Root Directory. Name this Sub Directory, **My Documents**.

Basic Concepts

In this section general information will be given to navigate through the program. Specific procedures will be covered in the remaining chapters and the How-To section of the manual.

Installing WinStabs

The WinStabs program will be delivered to you on a CD-ROM.

Put the CD into the CD-ROM drive, double click on My Computer from your desktop and then double click on your CD-ROM drive. When you see the file Setup double click it to initiate the installation process. Follow the on screen instructions. When prompted select a typical install.

Starting WinStabs

Starting WinStabs can be accomplished in a number of ways, as is the case with many programs in Windows.

Here are a few of the ways:

Using the Start Menu

1. Click on the Start button and select Programs
2. Find the folder called WinStabs.
3. Click on the File WinStabs.

Using the Access Program

1. Open Access using the Office button or the Start MENU.
2. Select Open Existing Database and double click More Files...
3. Navigate to the Program Files \ WinStabs folder and double-click the WinStabs file.

Create a Shortcut on the Desktop

1. Right click on the Start button and select Explore.
2. Find and click the Program Files \ WinStabs folder in the left-hand window.
3. Find and Right-Click on the WinStabs file, on the pop-up menu choose SEND TO, then left click DESKTOP (create shortcut).
4. Close the Explorer and rename and move the Shortcut if you wish. Double clicking it will open the WinStabs program.

Description	Rate	Amount
Tier I		0.00
Tier II		0.00
Medicare		0.00
Total CT1		0.00
Federal		0.00
State		0.00
EE Tax 1		0.00
EE Tax 2		0.00
Total Withholding		\$0.00

Description	Rate	Amount
Tier I		0.00
Tier II		0.00
Medicare		0.00
ER Tax 1		0.00
ER Tax 2		0.00
ER Tax 3		0.00
Total Employer Tax		\$0.00

Mileage	\$0.00
Per Diem	\$0.00
Office Expense	\$0.00
Total Expenses	\$0.00
Deductions	
Salary/Lost Time	\$0.00
Total Fund	\$0.00
Gross Amt	\$0.00
Net Pay	\$0.00

Multi-Screen Forms

Starting at the top, you'll see two buttons or tabs. The number of these can vary. They are used to navigate to different screens related to the main function of the form. Clicking on the Expenses Tab would navigate you to the expense screen where expenses for postage, phone, copies, etc would be entered. All of these pieces of information would be summarized on the first screen, the Wage Calculator.

Entry Fields

Looking now to the Payroll form itself. Fields with a white background on the form like the one next to Check No, are where you would type in an entry, in this case, the check number.

Formatted Entry Fields

Fields such as phone number and social security number are formatted for your entry. This means that the parentheses are present, as are the dashes so that all you have to do is enter the numbers. For date fields, you can type in the actual date or select it from the Calendar Control. If you would rather select the date from the Calendar Control simply click in the date field and select the date you wish to use from the Calendar Control.

Drop-Down Boxes

Fields with the square box on the right with the little triangle pointing down have drop down boxes from which you can select an entry. When you click one of those entries, it pops into the field. An alternate way to make entries into these fields is to just start typing the entry. You will notice that the program fills in the rest of the entry starting with the letters you have entered. Press F4 on your keyboard to display the drop-down menu. Certain drop downs will allow the user to customize the list. The below example shows how to add a value to the pay field list in the Member Record. By selecting the **“Edit List”** value in the drop down the below form will display.

The form displays the current values in the list. To add a new value simply click on add. An Add form will display. This is where you would type your new value. Click OK to close the add form and Click Close on the Edit List form. When you are returned to the Pay field on the Member record, you will notice that the value you just added is now in the drop down.

Member Records for Local 1227

Member Insurance/Dues Billing History Detailed Billing Tools/Reports

Search [] Active Members RANDY R RAILROAD
111 11 1111 SS No.
4364943 ID No.

Last RAILROAD Union Status ACTIVE

First RANDY MI R Pay []

SS No. 111-11-1111 GCA BNSF
Cash
Check
UP
WTA
Edit List

Employee ID 4364943 New Address LCA

Address 123 HAPPY LANE Wage

City HIP HOP Local Officer

State ME Zip 13654 Other Local Titles []

Phone (816) 225-4365 2nd (816) 501-2987 Craft Conductor

Email rrrrailroad@msn.com 1st Seniority Date []

Notes [] 2nd Seniority Date []

DOB 05/20/1955

Record: 56 of 85

Reference Fields

On this screen and throughout the program you will see fields with blue backgrounds and white text. These are fields where the information is looked up from another part of the program, or it's a calculated field. You cannot enter or change the information in these fields.

Date Fields

Throughout WinStabs there are many instances where you'll need to enter a Date. There are two ways you can accomplish this. The first is, type the date in manually "01/01/2004" or you can use the Calendar Control. By just clicking on the date field the Calendar Control will be displayed. The Calendar Control will default to the current date set on your computer. You can change the month and year. Once you've found the date you want click on it. The Calendar will disappear and the date you selected on the Calendar is now populated in the date field.

The screenshot shows a window titled "Disbursements" with a close button in the top right corner. On the left side, there are input fields for "Check No", "Date", "Purpose", "Fund", "Payee", and "Memo". The "Purpose" field contains the text "MAY CHECK FEE". In the center, a calendar for May 2005 is displayed, with the month and year selected from dropdown menus. The calendar grid shows days from 24 to 4. The date 30 is highlighted. To the right of the calendar is a list of disbursement records with columns for amount and a "Checkbook Balance" field. The records are as follows:

Amount	Checkbook Balance
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$11.73	
\$0.00	
\$11.73	
\$21,141.31	

Below the calendar and records, there is a "Note: ALL Wage-Expense , UTU Billing, & TAX Payments are created in other sections of this program. Only those disbursements that are CREATED through the Enter/View Other Disbursements will be shown here. If you need to View/Edit/Delete Wage/Salary, UTU Billing, or Tax Payments, do that through the proper Maintenance Program." At the bottom, there is a record navigation bar with buttons for first, previous, next, last, and a search button, along with the text "Record: 22 of 22".

VCR Buttons

At the bottom of certain forms there will be a set of buttons that look like the buttons on your VCR. These work the same wherever you see them throughout the program. The button pointing to the left with the bar in front of it takes you to the first record in the set. The button pointing to the left takes you to the previous record. The sunken white box tells you what record you are on. This is not particularly helpful unless you know all your records by number. The button pointing to the right takes you to the next record. The button pointing to the right with the bar to the right of it takes you to the last record. The button pointing to the right with the * to the right of the arrow takes you to a blank record. The information to the right of the buttons lets you know how many records there are.

Memo Fields

When selecting the Member Tab on the Member Record, you will find a large field towards the bottom of the screen that is labeled Notes. If you click in this field, you will notice what are called elevator buttons. A button with an arrow pointing up, and one with the arrow points down, a space in between, with a box in it. The presence of these buttons is an indication to you that more information can be entered into this field than will display on the screen. So as you type the program will automatically wrap your text to the next line and continue accepting information that is typed even after the display is filled. Switching to the Insurance/Dues Tab, you'll see another type of entry.

Sub-Forms

In the center of this form you see what looks like another form. That's what it is. It's called a sub-form. Notice it has it's own set of VCR buttons. Notice that the records appear to be repeated, and, in fact they are. Notice also the elevator buttons to the left. Again this is an indication that more records can be entered than can be displayed on the screen at one time. In this case the records represent the Members Insurance. Notice that one of the records has a bar on the left side of it with a little triangle pointing to the right. This indicates the active record.

Plan	Policy No.	Eff-Date	Code	Insured	Premium Amt	DBill
804	234102	02/01/1997		RAILROAD,RANDY R	\$14.35	<input type="checkbox"/>
DPP	J23234	10/01/2000		RAILROAD,RANDY R	\$45.00	<input type="checkbox"/>
LUP	34555	02/01/2001		RAILROAD,RANDY R	\$25.00	<input type="checkbox"/>
					\$0.00	<input checked="" type="checkbox"/>

DPP	\$45.00	International	\$20.50	Total Dues	\$80.00
Insurance	\$39.35	Legislative	\$10.00	Total Insurance	\$84.35
Tpel	\$8.35	Local	\$9.00		
Other	\$0.00	GCA	\$30.00		
		LCA	\$10.50	Total All	\$172.70

Saving Records

Saving records is automatic in Microsoft Access when you exit a form or other screen. It is important, however, that you exit forms using the exit button or the X button, if provided for this purpose. Do NOT turn off your computer while in the program. It is never proper procedure to turn off your computer until you have shut down Windows.

Techniques for Making Changes

In all the fields where typing an entry is required, the easiest way to make a change is to simply retype the entry. However, use standard Windows techniques for changing information including the following: When you tabbing to a field notice that the field information is highlighted. When you start to type, the entry disappears and what you are typing replaces it.

Remove characters from an entry by positioning the cursor with the mouse at the appropriate point in the field and either hitting the [Delete] key to remove the following character or hitting the [Backspace] key to remove the previous character. Also use the mouse to highlight a group of characters and remove them by hitting the [Delete] key. Simply positioning the cursor in the appropriate field with the mouse and typing will add characters. The characters you type are automatically inserted at the cursor location.

Overwrite information by turning insert off by hitting the [Insert] key, positioning the cursor, and typing. In this case the characters are replaced at the cursor location.

Any time you make a mistake in a field with typing, if you haven't left the field, you can get the original information in the field by pressing the <esc> Escape key. This is a very handy thing to remember, as it is easy to accidentally delete information in a field, and you can't remember exactly what was in that field before you made the mistake.

This concludes Chapter #1 – Getting Started

Chapter 2: Program Set - Up

Setting up WinStabs for your local

Social Security Number Verification

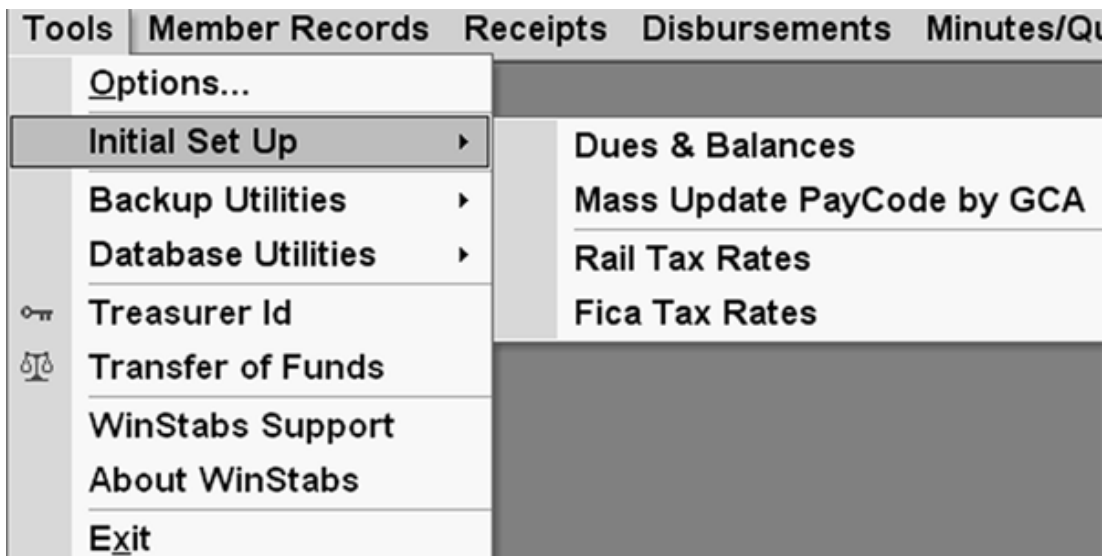
It is critical that every member has a valid social security number. Most do and they will probably already be loaded, but for those that are not, you must update the Members Record with this information. In most cases this may be found on the Dues Checkoff, otherwise you will have to contact the member to get this information. *If you are unable to get the members social security number or they don't have one you will have to create a bogus one, as the program requires the social security number. Use the Employee ID if all numeric, filling to 9 digits.*

More and more emphasis is placed on the Employee ID, so it will be given a more prominent place on the Member Record. The employee ID field has moved to below the Social Security Number.

To simplify the process of verifying that every member has a social security number a Local Directory report is available under the Tools button found on the Member Records form. Since every member must have a unique social security number, a bogus one was provided for any that were missing. Spotting bogus numbers will not be difficult. If any members with bogus social security numbers, go to their Member record and type in the correct Social Security Number in the SS No field. You can locate members using the Search combo box found at the top of the Member Record form.

Set Initial Values

The set up procedures are found on the Tools menu under Initial Set Up.



Set Dues

Clicking on the [Tools>Initial Set Up>Dues & Balances causes the program to display the International & Local dues form. WinStabs allows up to 5 dues amounts for International, Legislative and Local Dues. Use Rate No.1 for your full dues amount. **Note – For Seniority Maintenance or Dues Objectors, use Rate No. 2 for International and Legislative.**

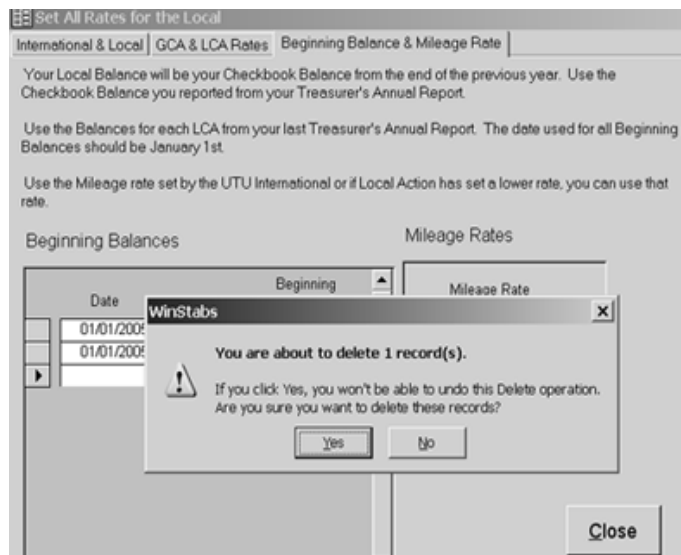
GCA & LCA Assessment

Clicking on the GCA & LCA Rates Tab causes the program to display the GCA & LCA Assessment form. Enter the GCA number in the Code field and the assessment in the amount field. A Maintenance Rate is added just to the right of the amount field. Enter a Seniority or Objector dues rate there. Besides the actual GCA's that are in your local, if there are any members that **do not pay** a GCA assessment, enter 999 as the GCA number and zero as the assessment. Make sure their Member Record indicates the dummy GCA.

Next, Enter the LCA number in the Code field and the assessment in the amount field. Finally, assign the GCA code of the committee. **Be sure to assign the corresponding GCA. WinStabs will not work properly without proper assignment of GCA and LCA.** Besides the actual LCA's that are in your local, if there are any members that **do not pay** a LCA assessment, enter 999 as the LCA number and zero as the assessment. Make sure to change their Member Record to the dummy LCA.

Initial Bank Balance and Mileage Rate

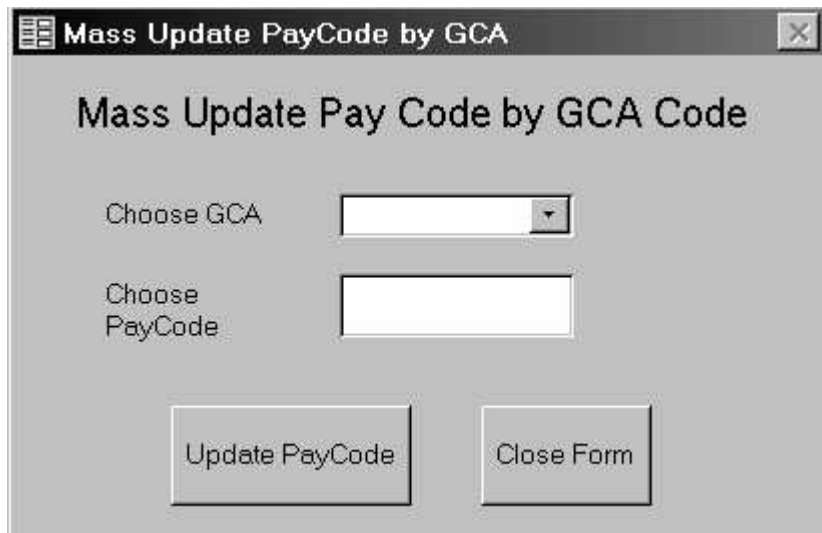
Clicking on the Beginning Balance and Mileage Tab causes the program to display the Beginning Balances Page. You will need to set the beginning checkbook balance and any Local committee balances. When creating a beginning balance for committees, be sure to select the appropriate committee code in the Fund drop down. To delete a beginning balance, click on the record you wish to delete by selecting its record selector. The record selector is the gray square to the immediate left. The active record will have black arrow in its selector. Press the Delete button on your keyboard. When prompted by WinStabs for confirmation, click yes!



Enter the current mileage rate in the mileage rate field. The federal government sets the deductible mileage rate. Employers are required to pay this amount or less. Since some Locals do pay less, you may simply enter the amount your local allows in the rate field on the form that is presented when you select the Mileage Rate button. This rate is used in the calculation for reimbursable expense for mileage. **Before you pay any mileage expenses make sure this is the correct rate.**

Mass Update PayCode by GCA

After setting the GCA and LCA codes and dues rates, WinStabs will allow you to mass assign a pay code by GCA in your member records. Later, go through your member records manually and assign the pay code. Check for the few members who don't pay by the dues check off method. This is an excellent time saver for a NEW USER setting up for the first time.



The screenshot shows a software dialog box titled "Mass Update PayCode by GCA". The main heading inside the box is "Mass Update Pay Code by GCA Code". Below the heading, there are two input fields. The first is labeled "Choose GCA" and has a dropdown arrow on its right side. The second is labeled "Choose PayCode" and is a standard text input box. At the bottom of the dialog, there are two buttons: "Update PayCode" on the left and "Close Form" on the right.

Treasurer's ID

Clicking on the [Tools>Treasurer ID] causes the program to display the Treasurer Identification form. As you can see there are blanks for you to fill in the information about yourself. Just like you were filling out a paper form, enter your Local No., Year, Name, Address, City, State, and Zip Code, Phone Number, etc. That's all there is to it. Once you fill in this information it becomes available throughout the program anywhere this information is required. If any of this information changes, you just come to this same screen and make the changes.

Set Tax Rates

CT-1 Rail Tax

Clicking on the Main Menu [**Tools>Initial Set Up >Rail Tax Rates**], the CT-1 Tax form opens a tabular form allowing you to update the rates and threshold amounts for the various CT-1 Rail Taxes. Notice that the first column indicates whether the employee or employer pays the tax, this field and the description field is not updateable. Entries may be made or changed in the rate and maximum fields. *Make sure these figures are correct before you start paying wages!*

	Tax Rate	Tax Type	Maximum
Employee	0.062	Tier1	\$90,000.00
Employee	0.044	Tier2	\$66,900.00
Employee	0.0145	Medicare	\$999,999.00
Employee		EE Tax 1	\$7,000.00
Employee		EE Tax 2	\$7,000.00
Employer	0.062	Tier1	\$90,000.00
Employer	0.126	Tier2	\$66,900.00
Employer	0.0145	Medicare	\$999,999.00
Employer		ER Tax 1	\$0.00
Employer		ER Tax 2	\$0.00

FICA Tax

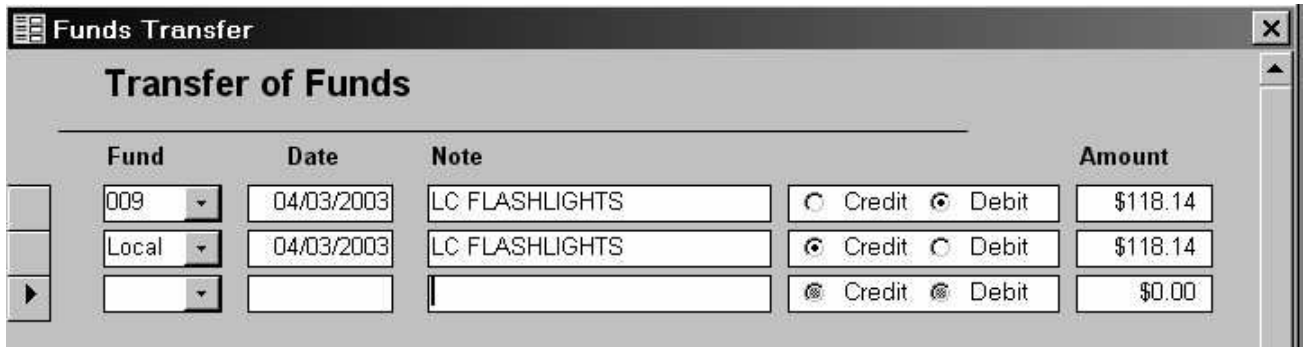
Clicking on the Main Menu [**Tools>Initial Set Up >FICA Tax Rates**], the FICA Tax form opens a tabular form allowing you to update the rates and threshold amounts for the various FICA Taxes. Notice that the first column indicates whether the employee or employer pays the tax, this field and the description field is not updateable. Entries may be made or changed in the rate and maximum fields. *Make sure these figures are correct before you start paying wages!*

	Tax Rate	Tax Type	Maximum
Employee	0.062	FICA	\$90,000.00
Employee	0.0145	Medicare	\$999,999.00
Employee		EE Tax 1	\$7,000.00
Employee		EE Tax 2	\$7,000.00
Employer	0.062	FICA	\$90,000.00
Employer	0.0145	Medicare	\$999,999.00
Employer	0.008	FUTA	\$8,000.00
Employer	0.008	SUTA	\$7,000.00
Employer		ER Tax 1	\$999,999.00
Employer		ER Tax 2	\$999,999.00
941 6A	0.124	Line 6a 941 Form	\$0.00
941 7a	0.029	Line 7A 941 Form	\$0.00

Transfer of Funds

The Transfer of Funds form gives the user the ability of debiting money from a local committee or the Local Fund and crediting another committee or the Local Fund. When transferring money you will need to do the following. Create a record with the fund, date, and a note explaining why you are transferring money, Select either Credit or Debit and type the amount. Notice that for each transfer you will need to create a record debiting committee A and crediting committee B. If you make a mistake and need to delete an individual record highlight the record selector to the left and press the delete button on your keyboard.

IMPORTANT NOTE – All correct entries made in the Transfer of Funds should be left for the year. Never type over these entries; otherwise the ledger records would become incorrect. Remember there are always TWO entries, a credit and a debit.



	Fund	Date	Note		Amount
	009	04/03/2003	LC FLASHLIGHTS	<input type="radio"/> Credit <input checked="" type="radio"/> Debit	\$118.14
	Local	04/03/2003	LC FLASHLIGHTS	<input checked="" type="radio"/> Credit <input type="radio"/> Debit	\$118.14
▶				<input checked="" type="radio"/> Credit <input checked="" type="radio"/> Debit	\$0.00

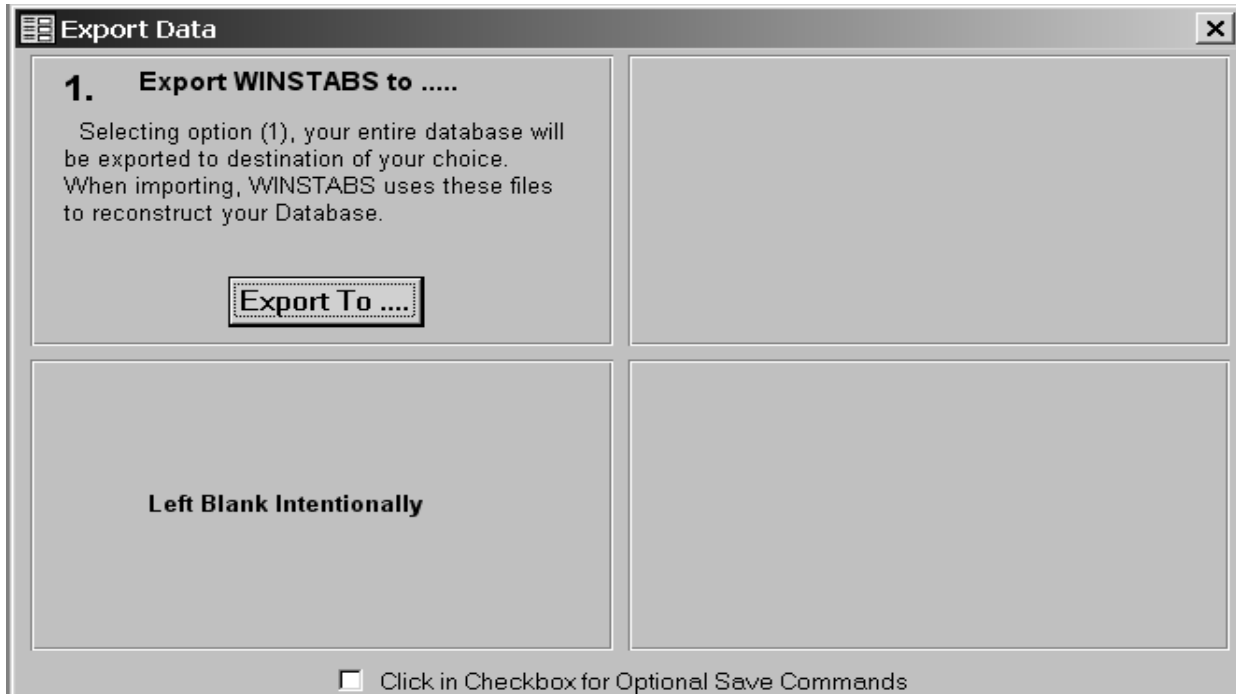
Compact and Repair WinStabs

Clicking [Tools>Database Utilities>Compact and Repair Database] runs the compact program on your database. You can do this as often as you like.

WinStabs can become fragmented after so many records are deleted. If you have deleted several records then this will shrink the overall size of the program and it only takes a few seconds. Compact your program on a regular maintenance schedule.

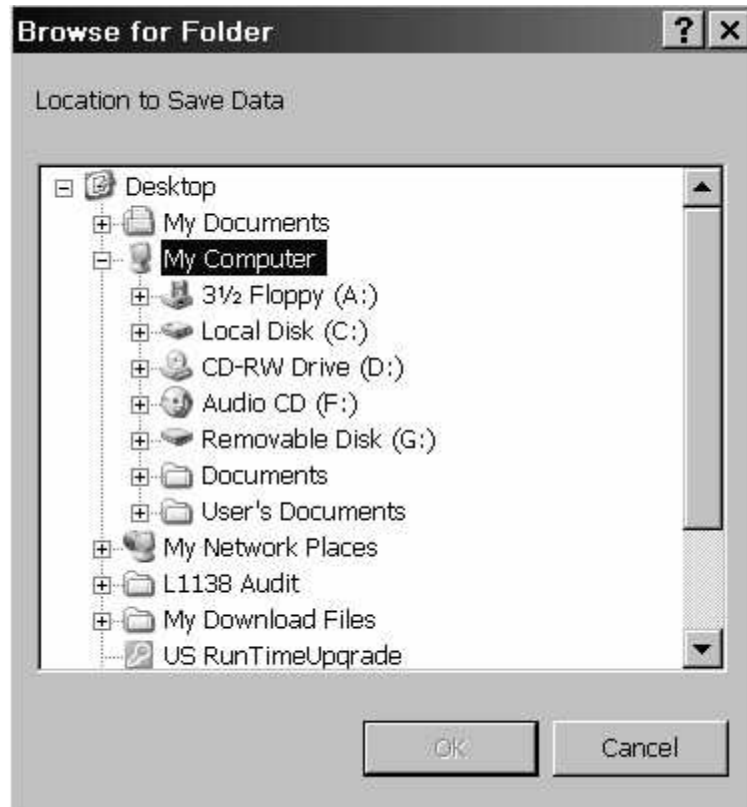
Export Data

Clicking [**Tools>Backup Utilities>Export**] displays the following form. Exporting data is used as a form of backup. You have ONE option, to export to any location. At the bottom is a checkbox that will show OPTIONAL exporting choices. **USE 1 at all times!** Regardless of the option you choose you need to use the same method to restore or import the files. So if you exported to multiple disks, you need to import from multiple disks.



Option 1 Export All Data to 1 Disk. This allows all data to be stored on one disk. If your information will not fit to one disk, an error message will display on your screen, informing you to save the information to three disks (Option 34). Option 1 should always be used to store to diskettes rather than Option 3.

Next Choose the Directory, Drive, etc. you wish to save your Data. To expand the folder contents, click on the plus sign besides the folder or drive to see more folders. In this example I will use a Flash Memory card set as Removable Drive G on the example computer. These locations will all vary by computer.



The data has been saved to a folder automatically created by WinStabs, in this example on Removable Drive G, in a folder named *WData2003_L1226_10-20-03_13h05m*. **To reinstall this data, I will have to use the Option on IMPORT called Option 3. IMPORT FROM**

The naming convention for the folder is as follows – *WData2003_L1227_10-20-03_13h05m*

<i>WData2003</i>	<i>WinStabs Data for the year 2003</i>
<i>L1227</i>	<i>Local Number</i>
<i>10-20-03</i>	<i>Day Backup was made</i>
<i>13h05m</i>	<i>Time Backup was made</i>

If using something like a USB Flash Memory module (Current pricing allows you to buy one for 30.00 for a 254MB unit), each backup will be in a separate folder in the root directory of your removable drive, chronologically listed. **You will not accidentally overwrite your data in the future.**

If you purchase two flash memory modules, you will be able to backup to both, and store off site, the second backup for security and safety. A 254mb flash memory module would allow a backup every days for a year, without erasing any of the previous backups during the year. At the end of the year, simply burn the contents of your flash drive to a CD for safe keeping, then clear the flash drive for the next year's backup.



Option 2 Export WinStabs to My Documents folder of your C: drive, click the long rectangular button in section one that says, Export WinStabs.

Option 3 Export WinStabs to 3.5 floppy. This is the original method of backup for WinStabs, to backup on multiple diskettes on a 3.5 floppy. This is the least desired method of backing up your data. Click on the button saying Disk 1, and follow the onscreen instructions for Disk 2 and Disk 3.

Import Data

Clicking [Tools>Backup Utilities>Import] displays the following form. Importing data is used to restore data into your database. You have ONE option to IMPORT from any location. Other Import Options can be viewed by checking the box at the bottom of the form.

1. Import From Other Location
Select the Command Button Below to Import from Location of Your choice.

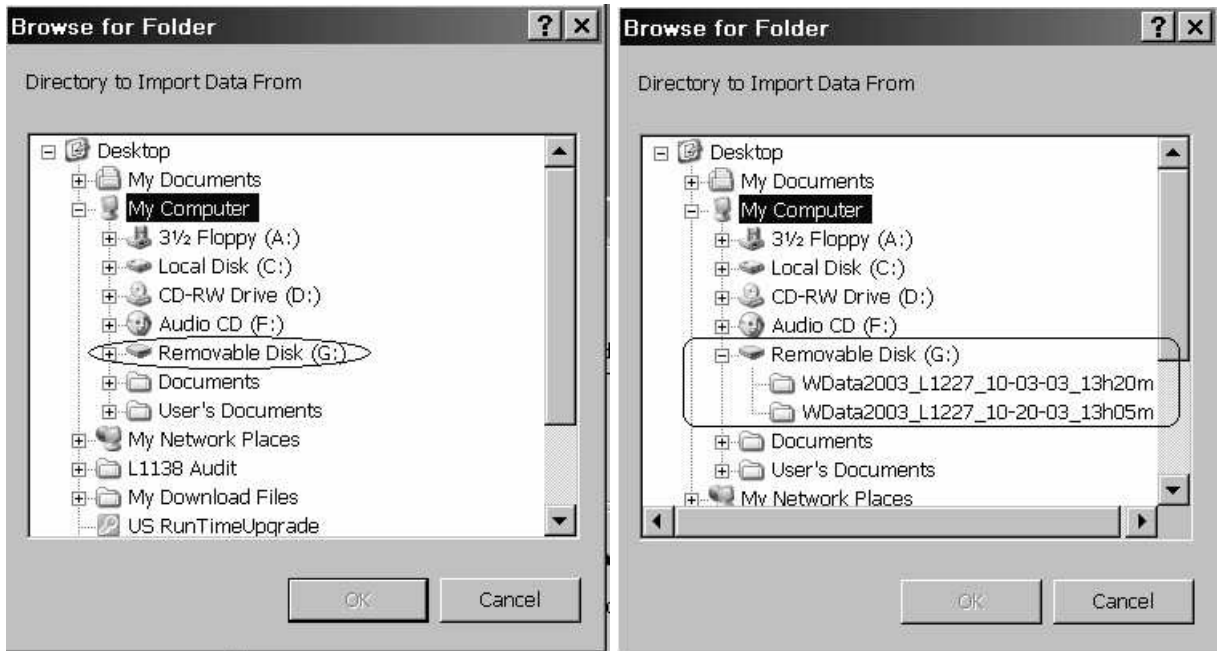
Import From ...

Left Blank Intentionally

Click in Checkbox for Optional Save Commands

Regardless of the option you choose, you must use the same method that you used to export the files. So if you want to import from diskettes, you should have already exported to diskettes.

Option 1 Import from Any Location. This is the preferred method of importing. When you originally saved the data to a drive, it created a folder on that drive. When that drive is accessed, to IMPORT data, it will be important to select the PROPER folder to get the data. It is important to know the naming conventions for the data folder for WinStabs.



In the exporting example, we saved the files to the Removable Drive (G:). Click on the plus sign next to Removable Disk (G:) and you see the listing on the right, showing two folders. Choose the folder you wish to import, with the latest data being in the bottom choice under G. After choosing your folder, click OK button active at the bottom of this form. A warning will popup asking if you're sure you wish to import this data. If you select YES, then when importing is complete you will get the following message.



Chapter 3: Member Records

All of the basic information for the members and the employees of the Local are entered or updated in the Member Records section of the program. Here is where we get specific about the functions on the forms. Please refer to the Basic Concepts section of the Getting Started chapter for general information regarding navigating through the forms and fields. We will discuss only function and deal casually with the techniques for entering the information unless it is specific to the forms.

Much of the member information that you will be supplied with will be downloaded and imported into your program from the UTU Mainframe. You will need to verify the accuracy of the records in your program. You can use the program functions found in this chapter to do so and to subsequently keep your program up to date.

The Member Records MENU

Clicking on the Member Records menu displays the drop down box pictured above. The following is a brief description of each of the menu functions.



View All

Clicking on View All from the Member Record menu will open the Members Record form (see below) and display all of your Member Records.

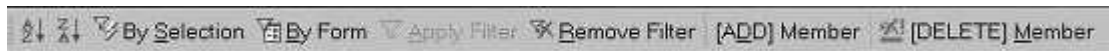
The screenshot shows a software window titled "Member Records for Local 9999". At the top, there are tabs for "Member", "Insurance/Dues", "Billing History", "Detailed Billing", and "Tools/Reports". Below the tabs, there is a dropdown menu set to "ALL" and a "Showing All" button. The member's name "APPLE J BAKER" is displayed in the top right corner, along with their ID No. "394583" and SS No. "000 00 0111".

The form contains several input fields and dropdown menus:

- Last: BAKER
- First: APPLE
- MI: []
- J: []
- SS No.: 000-00-0111
- Employee ID: 394583
- New Address:
- Address: 4141 MAIN ST
- City: STICK CITY
- State: OH
- Zip: 15443
- Phone: (216) 555-4392
- 2nd: (216) 504-2381
- Email: []
- Notes: []
- Union Status: ACTIVE
- Pay: CSX
- GCA: 444
- LCA: 444B
- Wage: Rail
- Local Officer: Sec & Treas
- Other Local Titles: []
- Craft: []
- 1st Seniority Date: []
- 2nd Seniority Date: []
- DOB: []

At the bottom, there is a navigation toolbar with buttons for back, forward, and search, and a status bar showing "Record: 6 of 72".

The toolbar above the form is shown below with explanations for each action.



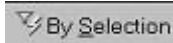
Sort Ascending and Sort Descending



1 In a field on the form find the value you want to sort either A-Z or Z-A or Smaller to Larger, or Larger to Smaller.

2 Select the value, and then click A-Z or Z-A to Sort by Selection on the member records form menu. Your records will be sorted by numeric or text values. Repeat step 2 until you have the set of records you want.

Filter by Selection



1 In a field on the form find the value you want the records to contain in order to be included in the filter's results.

2 Select the value, and then click Filter by Selection on the member records form menu. How you select the value determines what records the filter returns. For examples on selecting values, refer to the appendix of this manual.

Repeat step 2 until you have the set of records you want.

Filter by Form



Filter by entering values in a blank view of your form.

- 1 Open the member records form.
- 2 Click Filter by Form on the member records form menu to switch to the Filter by Form window.
- 3 Click the fields in which you want to specify the criteria that records must meet to be included in the filtered set of records.
- 4 Enter your criteria by selecting the value you're searching for from the list in the field (if the list includes field values), or by typing the value into the field.

To find records in which a check box, toggle button, or option button is or is not selected, click the check box or button until it's the way you want. To return it to a neutral position so that it won't be used as criteria for filtering records, continue clicking the check box or button until its grayed.

To find records in which a particular field is empty or not empty, type "Is Null" or "Is Not Null" into the field. If you specify values in more than one field, the filter returns records only if they contain the same values specified in each of those fields.

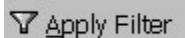
- 5 To specify alternative values that records can have to be included in the filters results, click the Or tab at the bottom left of the window, and enter more criteria.

The filter returns records if they have all the values specified on the Look For tab, or all the values specified on the first or tab, or all the values specified on the second or tab, and so on.

- 6 Click the Apply Filter on the member records form menu to run your filter.

Everything boils down to this, by choosing multiple fields in the same sort; Winstabs will return the records that meet all the criteria you have selected. By using the “or” button in the lower left of the screen, Winstabs will return records that meet any of the criteria selected.

Apply Filter / Remove Filter



Applies or removes a filter in the member records form. If you want to Apply as in run, or Remove as in clear, you would click this button.

Remove Filter / Sort



This Button removes a filter or a sort from the member records form. If you want to clear a filter or sort you would click this button.

Add New Record



As the ranks of the UTU grow or members are transferred into your local, you will need to enter new members into the program.

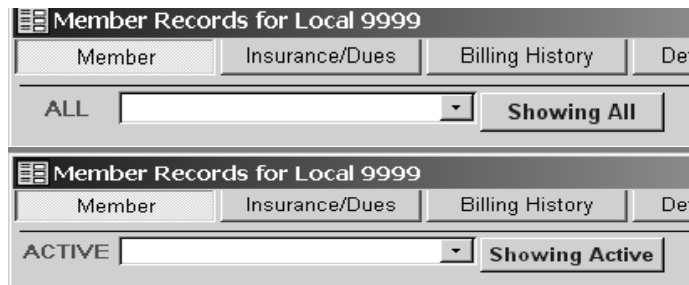
NOTE: When adding new members you MUST include the Social Security Number. The record cannot be saved without it.

Delete Record



If for whatever reason you want to delete a record from your system you would use the above button. Before clicking the Delete Record button be sure the Member records form is at the record you want to delete. WinStabs will ask to confirm this action before the actual delete event occurs. If you're certain that you want to delete the record click Yes when prompted. Click No to return to the form without deleting the record.

Active Member Filter

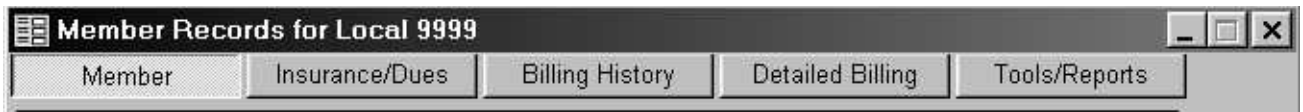


When the member records form opens all records are available. The majority of the time you'll only want to see your active members. The above button is a built-in filter to access your active members. The criteria for an active member is below. **Click on this button and will toggle between *SHOWING ALL* and *SHOWING ACTIVE*.**

UNION = 'ACTIVE' or "INSURANCE"

ACTIVE represents an active dues paying member listed on the billing. INSURANCE represents a member who no longer pays dues, but still is on the billing for Insurance premiums.

Member Tab



The Member Record form has (5) tabs. The **Member** tab holds basic information about the member, such as name, address, etc. The **Insurance/Dues** tab is where you can add insurance records for any member. There is no limit in how many policies a member can have. At the bottom of this tab is a breakdown of the individual's dues structure. The "Total All" field represents what the member is to pay each month. The **Billing History** tab displays monthly records of what was posted to the member's account. The **Detailed Billing** tab is basically the same thing, but it actually breaks down the figures from the Billing History tab. These field(s) can be modified, if necessary. Finally, the **Tools/Reports** tab which is a new feature to WinStabs. This tab stores individual tax rates and has reports that can be printed, such as a Member Dues Receipt, Local Directory and Mailing Labels.

All of the information on the Member tab is imperative for a complete record. The only required field is the Social Security Number field.

Most of the fields on this tab are self-explanatory. The fields that are not so obvious will be explained.

Search

Notice at the top of the form just above the first name field is a search drop down box. To navigate to a member records just start typing the member's last name. Once you see the member you want either click on it or hit enter to automatically move to that member record.

New for WinStabs, the Search will list ALL Members if you are viewing all members, and if you're searching with ACTIVE MEMBER filter, the Search list will include ONLY those members Active.

Union Status (Changed from Union)

Union Status	ACTIVE
Pay	ACTIVE
GCA	INSURANCE
LCA	RETIRED
Wage	TRANSFERRED
Local Officer	NON-MEMBER
	INACTIVE
	DISABLED
	PROMOTED

The two main choices are ACTIVE and INSURANCE. These two choices mean members in the Active portion of the UTU billing. RETIRED is for uninsured members at the bottom of the active portion of your billing. All other choices are inactive status.

Pay Type

The Pay field indicates how the member is paying the local. This can be by carrier check-off, by check or by cash. Since the carrier designation varies from local to local the “**Edit List**” feature is available in this drop down. (For more information about this feature refer to the Chapter #1 - Getting Started under Drop down boxes). Try and abbreviate the pay type you add for example, instead of adding Union Pacific add it as UP. This abbreviation will be used in posting dues and displaying dues reports.

GCA & LCA

In your initial load from the International the GCA & LCA will automatically be set. In the GCA field you can select from the GCA's that were entered when you did the setup procedures for the program. If a member does not pay a GCA assessment, set up a special GCA of 999 for zero payment during setup, use this GCA number for this member. The same applies for the LCA field.

Wage

If a member is on your payroll this field must be set to either Rail for rail locals or FICA for bus locals. These members will then show up in the Wage Payroll form. If this field is not set you will not be able to pay the member. **Use this field ONLY for members who will be paid salary, lost time, and/or expenses by the Local.**

Title

The title field is where you enter the Officers of the local. Essentially, you need to segregate the officers for the 990 and LM year end reports. For example, you are the Treasurer, so on your member record this field should be Treasurer. Do the same for all officers of the Local as stated by the UTU constitution.

Other Local Officers

Enter the Other Officers of the local here. List Local Chairman, Vice Chairman, Legislative Representatives, Delegate in this field. If a name doesn't exist on this pull down list, you can type a description and you can combine offices with abbreviations. Such as Del-LC, VLC-Alt Del., etc.

Social Security Number

From a tracking standpoint this is the most important piece of information on the Member Record. All records related to the member are linked to the social security field. The program will not let you exit and save the form without entering the Social Security Number. If you don't have a social security number, but you have an ID number, enter the numeric number here, filling it to 9 digits. Place leading zeros. For instance, a new member doesn't give you a social security number, but you have the employee ID number and it's B1234567... then use Social Security number of 001-23-4567. This method will assure that each SSN field will be used only once and be UNIQUE.

Employee ID Number

The Employee ID Number has been moved to a position just below the Social Security Number. It is also shown on every page of the Member Record, with the Social Security number. This number has become more, and more important to us, as the company and we will rely on it more in the future.

Notes

This field is open for you to enter any information you wish about the member. It will accept text and numbers in any format and can accept entire pages of information. The field is smaller on the form, but you have the up and down arrows, and it will accept more information than can be displayed.

New Address

WinStabs has a New Address Checkbox. This allows tracking of any address, telephone changes. During the month, if any information changes for the member, check this box. At the end of the month, a report can be generated and sent with your monthly billing to the International for updating.

Insurance - Dues Tab

Member Records for Local 1227

Member Insurance/Dues Billing History Detailed Billing Tools/Reports

Search [] Active Members

RANDY R RAILROAD
111 11 1111 SS No.
4364943 ID No.

Plan	Policy No.	Eff-Date	Code	Insured	Premium Amt	DBill
▶ 804	234102	02/01/1997		RAILROAD,RANDY R	\$14.35	<input type="checkbox"/>
	DPP J23234	10/01/2000		RAILROAD,RANDY R	\$45.00	<input type="checkbox"/>
	LUP 34555	02/01/2001		RAILROAD,RANDY R	\$25.00	<input type="checkbox"/>
*					\$0.00	<input checked="" type="checkbox"/>

Record: [] 1 of 3

DPP	\$45.00	International	\$20.50	Total Dues	\$80.00
Insurance	\$39.35	Legislative	\$10.00	Total Insurance	\$84.35
Tpel	\$8.35	Local	\$9.00		
Other	\$0.00	GCA	\$30.00		
		LCA	\$10.50	Total All	\$172.70

Record: [] 56 of 85

The Insurance - Dues tab allows the user to either enter or update insurance information or update a dues or TPEL amount.

The member's insurance information is entered on a sub-form at the top of this screen. (Sub-Forms are described in more detail in Chapter #1 - Getting Started). It allows you to make as many entries as are applicable for that member, whether they have 1 policy or 30 policies. As the Treasurer you simply enter the Plan, Policy Number, Effective Date, Code, Insured, and Premium Amount. If you check the Direct Bill field, the Premium Amount is zeroed out and, of course, is no longer included in the insurance total at the bottom of the form. Even though the premium is paid directly to the International, you will want to keep all the policy information. You can scroll through the Members Records using the VCR buttons or view them using the elevator buttons if there are more records than will display in the sub form. To delete an Insurance record, highlight the Record Selector at the left of the applicable record and press delete on your keyboard.

Other

The bottom half of the form is a recap of the dues and insurance. Values may be entered for TPEL and other deductions. The other field includes items for which the constitution or bylaws do not provide, such as funeral expenses, flowers, Bibles, etc. If the members International Dues or Legislative Assessment are

different, i.e., a dues objector then these values may be entered as well. The field showing the totals are calculated and totaled from other portions of the member record and are not accessible to change information.

Billing History Tab

Member Records for Local 1227

Member Insurance/Dues **Billing History** Detailed Billing Tools/Reports

Search **Active Members** **RANDY R RAILROAD**
 111 11 1111 SS No.
 4364943 ID No.

Current Status = ACTIVE & BNSF

Month	Year	Billing Action or Note	Due	Received	Extra	Refund
January	2003		\$172.70	\$166.00	\$0.00	\$0.00
February	2003		\$172.70	\$166.00	\$0.00	\$0.00
March	2003		\$172.70	\$166.00	\$0.00	\$0.00
April	2003		\$172.70	\$177.00	\$0.00	\$0.00
May	2003		\$172.70	\$172.70	\$0.00	\$0.00
June	2003		\$172.70	\$172.70	\$0.00	\$0.00
July	2003		\$172.70	\$172.70	\$0.00	\$0.00
August	2003		\$172.70	\$172.70	\$0.00	\$0.00
September	2003		\$172.70	\$172.70	\$0.00	\$0.00
October	2003		\$172.70	\$172.70	\$0.00	\$0.00
*			\$0.00	\$0.00	\$0.00	\$0.00

Beginning Balance \$15.80 Account Balance **\$0.00**

Record: 56 of 85

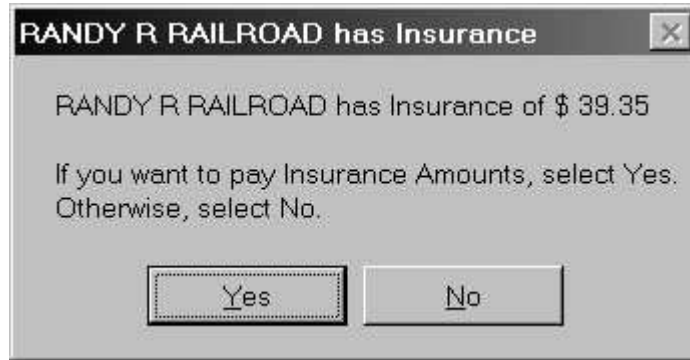
The Billing History tab of the Members Record form presents a monthly recap of the total amounts due and received by the member. These monthly records are created after you Post Dues for the specific month.

The Beginning Balance field contains any carry over from the previous year. The Account Balance shows the current amount due or owed to the member. Ideally this number would be zero.

E49 Applying / Removing

A common adjustment to be made here is to put a member on or take a member off E49.

Selecting E49 in the Note field above causes the following form to display: (New for WinStabs) WinStabs will calculate if the member has insurance due for the month and it will ask if you wish to apply the Insurance for the month or not. An example for January 2003 is listed below.



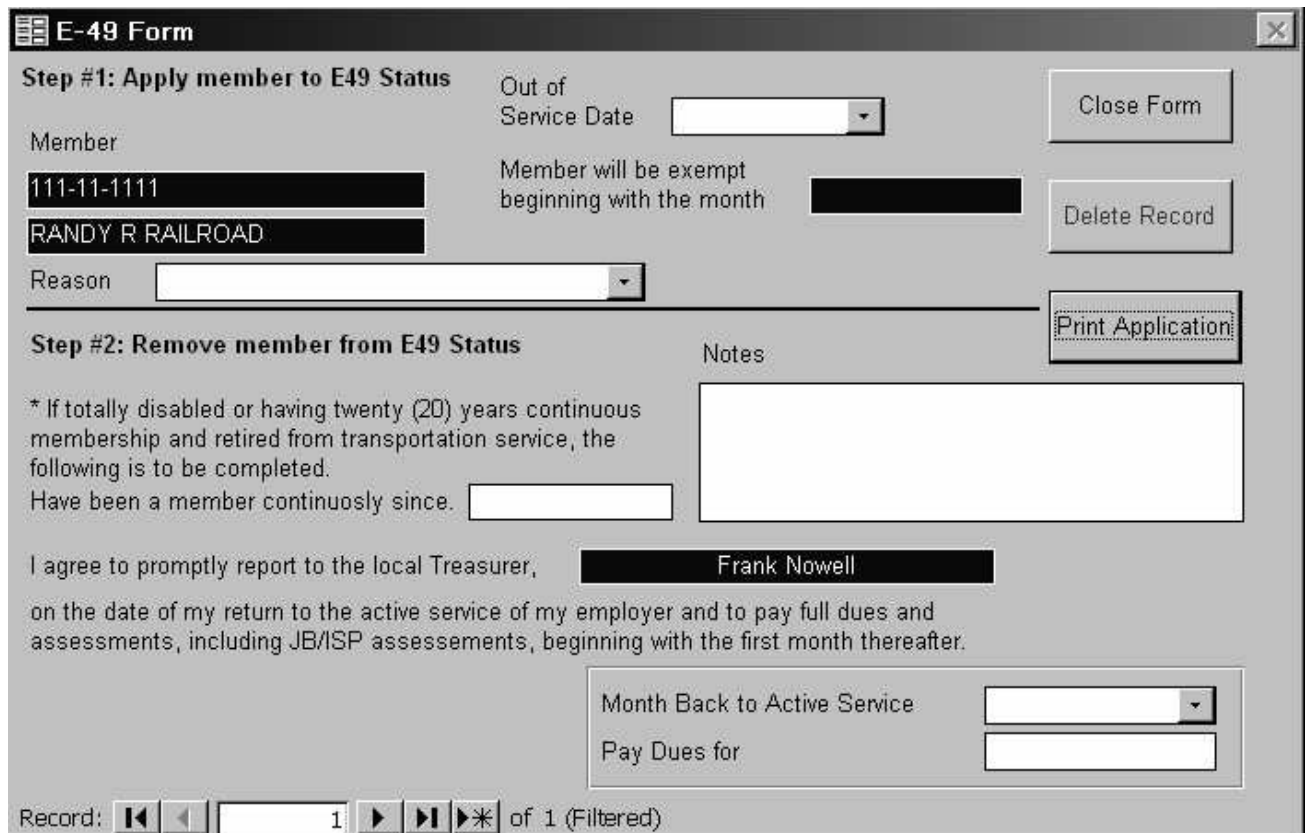
RANDY R RAILROAD has Insurance

RANDY R RAILROAD has Insurance of \$ 39.35

If you want to pay Insurance Amounts, select Yes.
Otherwise, select No.

Yes No

Next, the following E-49 form will show:



E-49 Form

Step #1: Apply member to E49 Status

Out of Service Date

Member: 111-11-1111
RANDY R RAILROAD

Reason

Member will be exempt beginning with the month

Close Form

Delete Record

Print Application

Step #2: Remove member from E49 Status

* If totally disabled or having twenty (20) years continuous membership and retired from transportation service, the following is to be completed.
Have been a member continuously since.

Notes

I agree to promptly report to the local Treasurer, **Frank Nowell**
on the date of my return to the active service of my employer and to pay full dues and assessments, including JB/ISP assessments, beginning with the first month thereafter.

Month Back to Active Service

Pay Dues for

Record: 1 of 1 (Filtered)

Select the reason from the drop down list and enter or select an out of service date. The program automatically calculates the effective date for you and enters it on the form. To print the applications simply click the Print Application button. Click the Close form button to return to the Billing History tab of the Member Record. You'll notice that all the member dues and insurance amounts were set to zero. If the member still paid for his/her insurance you will need to add that money amount into the Due and Received fields on the Members Record for that month on the billing history tab. Also, you'll need to add this amount under the Detailed Billing tab in the field called Tot Ins. If this is not done the Member's Dues Receipt in its calculation for Total Dues / Insurance paid for year will not be accurate.

Selecting Take off E49 in the Notes field in the Billing History tab of the Member Record will open the E49 Form.

If you wish, you can enter any detailed information in the Notes field, but the only information you have to enter is the Month back to Active Service. The program provides the rest of the information for you. If the member is totally disabled or is retired with 20 years or more service, you enter the continuous service date in the middle of the form. Click the Close Form button to return to the Billing History screen. You'll notice that the dues for the month have been posted to the applicable amounts. Click on the Delete Record button on the E49 Form.

Detailed Billing Tab

This tab looks similar to the Billing History tab. In this view however, you will see monthly records showing the breakdown of dues and insurance amounts. All of the fields that have a white background are updateable. These monthly records are created when the dues are posted for the specific month.

There is a field showing is the Pay Type field. It will be filled when doing Dues Posting for the month. This field can be changed for the month by clicking the drop down arrow attached to the field. For the above example, in January, the dues money was received directly from the member by Check, after being posted as BNSF; you can manually change the Pay Type for the January to CHECK, giving more accuracy to your records for reports. The field in WinStabs to the right in blue is called TOTAL. It will total the monthly amount as you change any numbers for the month. It will make it easier for you to tell when the amount for the month is correct. Remember this amount equals the amount OWED by the member for the month, not necessarily what the member PAID.

Member Records for Local 9999 [X]

Member Insurance/Dues Billing History Detailed Billing Tools/Reports

ACTIVE [] Showing Active **SAM ABBOTTE JR**
 ID No. 214 46 3765
 SS No. 214 46 3765

<Status> ACTIVE <PRD> CSX <LCA> 444A

Month	Year	INT	Legis	Local	GCA	LCA	Other	PAC	Tot Ins	PayType	Total
January	2005	21.00	11.00	11.00	32.00	15.00	0.00	0.00	0.00	CSX	90.00
February	2005	21.00	11.00	11.00	32.00	15.00	0.00	0.00	0.00	CSX	90.00
March	2005	21.00	11.00	11.00	32.00	15.00	0.00	0.00	0.00	CSX	90.00
April	2005	21.00	11.00	11.00	32.00	15.00	0.00	0.00	0.00	CSX	90.00
May	2005	21.00	11.00	11.00	32.00	15.00	0.00	0.00	0.00	CSX	90.00
June	2005	21.00	11.00	11.00	32.00	15.00	0.00	0.00	0.00	CSX	90.00

Record: [] 1 [] of 64 (Filtered)

Tools / Reports Tab

Individual Tax Rate

To the left of the form are the Individual tax rates for the member. You can create up to (4) individual tax rates, which will be automatically brought into the Payroll form, when you pay that member. Their description is to the left of the field.

Member Record Reports

There are (8) types of reports you can print. They are Mailing Labels, Local directory and Dues receipts.

Mailing Labels – Will display a report showing formatted labels that can be printed. The format is for Avery labels 5160. If there is no filter active on the form the report will display all records. If you have filtered records and decide to print this report it will retain the filter on the report.

Example: You're looking at your entire member records with NO filter applied and you print mailing labels. Every member record will print on the report. Let's say you have filtered your member records to only show active members. When you print the mailing label report it retains the forms filter and will only print the active members.

Local Directory – Will display a report showing a listing of members in your local. If there is no filter active on the form the report will display all records. If you have filtered records and decide to print this report it will retain the filter on the report. (The above example applies to this report as well). New for WinStabs, is that the Employee ID has substituted for the Social Security number. Social Security numbers have been removed from almost all reports, to help safeguard this information.

Local & LCA Officers List – Will display a report showing the name, address, phone number, and office held.

Local Directory W/O Social Security – Will display a report showing a listing of members in your local. If there is no filter active on the form the report will display all records. If you have filtered records and decide to print this report it will retain the filter on the report. (The above example applies to this report as well)

MR Ledger Active Record – Will display a ledger sheet that is the same as the Members Record in the manual system for the current record with any comments made monthly for this member.

Dues Receipt (Active Record) – Will display a Dues receipt for the current record only.

MR Ledger Active Record W/O Comments – Will display a ledger sheet that is the same as the Members Record in the manual system for the current record without the comment field.

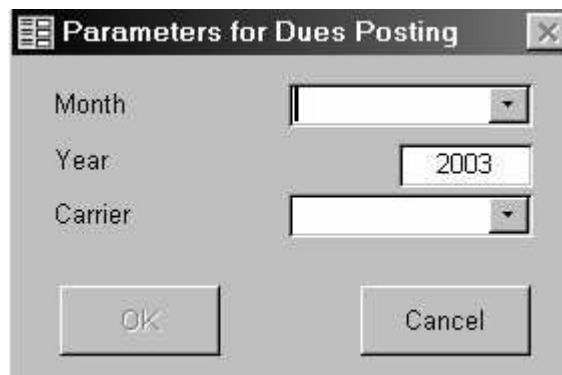
Dues Receipt (Filtered) - Will display a Dues receipt report for all of the members in your local. If there is no filter active on the form the report will display all records. If you have filtered records and decide to print this report it will retain the filter on the report. (The above example applies to this report as well)

Dues Posting

Listed below are your choices for the Dues Posting Options

Dues Posting ▶	1. Post Monthly Dues
Transfers ▶	2. Reconcile Monthly Dues
Member Reports ▶	3. Print Exception Report
Member Maintenance ▶	4. Print Full Report
Address Changes ▶	Print YTD Dues Total
E-49 Reports ▶	Delete Monthly Dues

Clicking on [**Member Records>Dues Posting>Post Monthly Dues**] displays the below form.



The image shows a dialog box titled "Parameters for Dues Posting". It contains three input fields: "Month" (a dropdown menu), "Year" (a text box containing "2003"), and "Carrier" (a dropdown menu). At the bottom of the dialog are two buttons: "OK" and "Cancel".

Select or enter the month and the year to post. Be sure to enter four digits for the year (this field will default to the current year). Select or enter the official initials of the railroad from which dues money is being received, BNSF, for example. When the OK Button is active, and selection for Month, Year, and Carrier are made, click the OK Button to Post the Monthly Dues. The program will then post the dues for all Active members having BNSF in the Pay Type field on the Member Records form.

You can print the post dues report to review the records for the members using the Print Dues Report discussed later in this chapter or you can go to the Billing History screen of the Members Record form and review the records.

While on the Billing History screen you can also make changes to the record to reconcile your program's records to that of the Dues Check off. So if a member has gone onto E49 or come off E49, or some other change has occurred, you can make those changes at that time.

Post Dues Reconciliation

Clicking on [Member Records>Dues Posting>Reconcile Monthly Dues] prompts the user to select or enter the month to post and the year, enter all 4 digits (this field will default to the current year). Select or enter the official initials of the railroad from which dues money is being received, BNSF, for example. After the criteria has been entered you are prompted to enter the amount of the Carrier Checkoff Check then click OK.

PayRoll List Reconciliation by Employer						
Add New Member				Update List		
Pay Type	Employee ID	SS No	Look	Member Name	Received	
CSX		214 46 3765	♂	ABBOTTE JR SAM	90.00	
CSX		882 46 1143	♂	AMOROSE THOMAS	111.00	
CSX	394583	000 00 0111	♂	BAKER APPLE J	89.00	
CSX		372 52 0983	♂	BALLARD GARY L	90.00	
CSX		377 43 3541	♂	BAROCIO HENRY E	90.00	
CSX		309 87 3273	♂	BOOTERBAUGH DONALD G	91.00	
CSX		374 80 1658	♂	BOYLAN MARK J	90.00	
CSX		385 48 4010	♂	BRICKEY FORREST J	134.18	
CSX		313 54 1122	♂	CAULFIELD JR RICHARD T	90.25	
CSX		385 30 3179	♂	CILIA JOSEPH M	90.25	
CSX		362 51 3487	♂	CLARK JR JAMES	125.00	
CSX		332 52 6932	♂	COX ALAN O	0.00	
CSX		341 60 1771	♂	CROSS HARRY A	90.00	
CSX		375 38 9012	♂	CZARNOTA THOMAS R	103.96	
CSX		389 44 7924	♂	DANIELSON RONALD	90.00	
CSX		282 46 3998	♂	DAVENPORT LARRY J	90.00	
Enter Dues Checkoff Received : CSX					5,666.00	
Total Payroll Recorded in Computer:					5,654.66	
Difference ->					11.34	

A spreadsheet like screen appears which you can use to quickly change the amount of dues received if it is not correct. A running total at the bottom of the screen will let you know when you have a balance. This Spreadsheet can be sorted by last name or social security number. Notice the glasses in the center of the columns. Click on it and you will be taken to the Member Record for the line you choose. Changes can be made, and when closed, you are brought back to this page to continue. There are two buttons at the top of the form, ADD NEW MEMBER, allows a new member to be created, then posted manually for the month. When it's closed, click on the UPDATE LIST button, upper right hand corner, and the new member will show on

the list, and the reconciliation can continue. When Balance is achieved, it will show in the bottom right hand corner, as shown in the illustration below.

Enter Dues Checkoff Received : CSX	5,611.66
Total Payroll Recorded in Computer:	5,611.66
Balanced !	0.00

Print Exception Report

Clicking on [**Member Records>Dues Posting>Print Exception Report**] prompts the user to select the month, which displays a report of all members that did not pay the correct amount of dues or no dues at all.

Post Dues Report

Clicking on [**Member Records>Dues Posting>Print Full Report**] prompts the user to select or enter the month to post and the year. Enter all 4 digits for the year (this field will default to the current year). Select or enter the official initials of the railroad from which dues money is being received, BNSF, for example and finally chose how you want the report to be sorted before the report is previewed. The (2) sort options are by member last name or the social security number.

Print YTD Dues Total

Clicking on [**Member Records>Dues Posting>Print YTD Totals**] – Displays a report listing the total of each Payroll Received, by Carrier and Month.

Undo Post Dues

Clicking on [**Member Records>Dues Posting>Delete Monthly Dues**] prompts the user to select or enter the month to delete and the year. Enter all 4 digits for the year (This field will default to the current year). Select or enter the official initials of the railroad from which dues money is being received, BNSF, for example. All data in the billing history tables matching the criteria you specified will be deleted.

Transfers



Request a Transfer

Clicking on [**Member Records>Transfers>Request a Transfer**] displays a form that looks like the paper form used by a Treasurer to request a transfer. See the Appendix for a sample of the form printed by the program. By selecting the local number from the drop down box, the Treasurers name and address are added onto the form. Enter the member's name and the local number and print the form. This information is not retained when the form closes in the system.

Make T 47

Clicking on [**Member Records>Transfers>Make T47 Transfer**] displays the following form.

Clicking the drop down button in the Social Security Number box allows you to select the member to be transferred. The rest of the information about the member is automatically provided on the form by the program. After you select the Month paid up to and local to be transferred to, and the committee to be placed in the NEW LOCAL, the system will generate the month the transfer initiates. Finally, select or enter the Date the transfer was issued and you're done. Click the Print Transfer button to print the T 47 transfer. A sample printout of the Transfer Certificate T-47 can be found in the Appendix.

T-47 Transfer Form

T47 Transfer Form	
Social Security Number	224-90-1324
Member	DAVID H BRICKEY
Address	110 ROUNDTOP
City, State and Zip Code	YOUR CITY OH 40011
Phone	No Number Listed
2nd Phone	No Number Listed
Email	No Email Address
Month Paid up to	October
Local to be Transferred to	0002
LCA Code for New Local	444A
Amount Paid In Advance	0.00
Month Transfer initiates	November
Date Transfer was Issued	08/02/2005

Close

Add New

Print Transfer

Delete Transfer

View Member Record

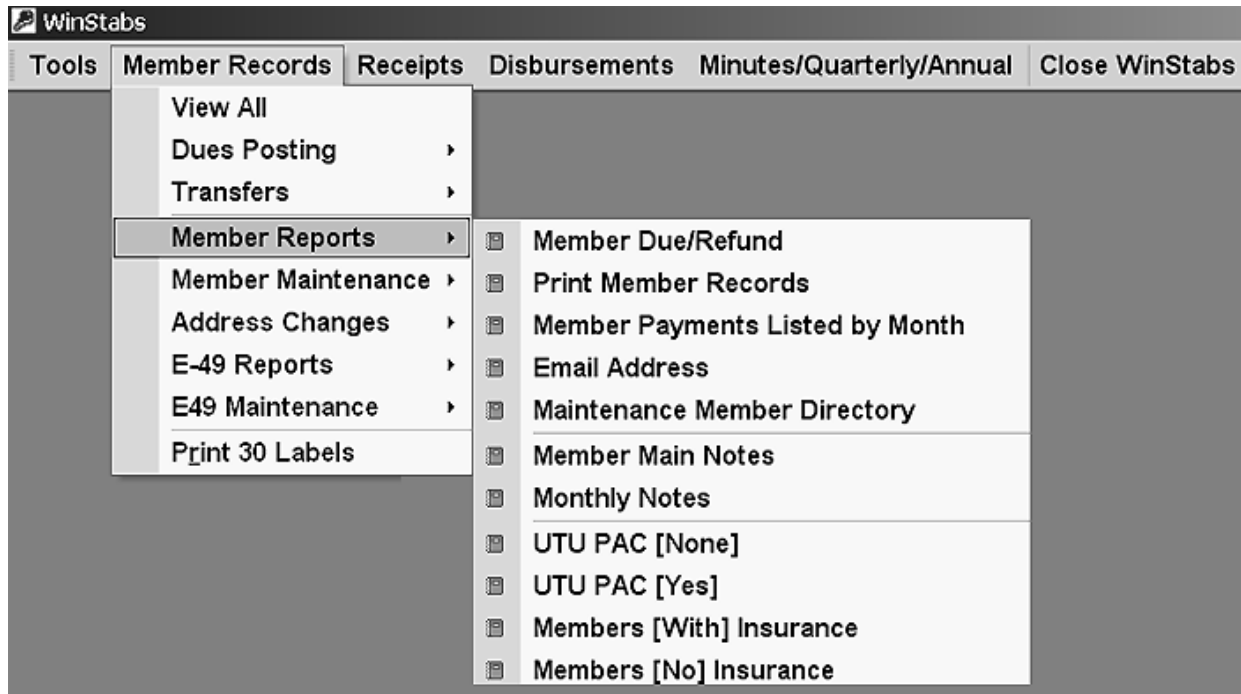
Change Treasurer Address

Clicking on [Member Records>Transfer>Update Treasurer List] opens a small dialog that can be updated or changed. This data is used on the Request Transfer form. This form enhanced and updated for WinStabs that allows you to print out the current record with PRINT FORM. Also there is a Treasurer List Report that can be printed.

Update Treasurers Address for Transfer Request Form	
Find Local Number	Local 8888
Name	STEPHEN A NOYES
Address	14800 DETROIT AVE
Address 2	
City State Zip	CLEVELAND OH 44107-4250
Main Phone	(216) 228-9400
Mobile Cell	(216) 555-5555
Fax - Business	(216) 228-0411
Email Address	sanoyes@swbell.net
Note	Likes 2 month's advanced notice for Transfer Requests. Handles Requests promptly.

Member Reports

Members Due/Refund



Clicking on [**Member Records>Members Reports> Member Due/Refund**] displays a report listing members in alphabetical order and the amount of dues or insurance that has either been overpaid or not paid at all. The purpose of this report is to provide a single source of the dues amounts either underpaid or overpaid by the members.

Print Members Records

Clicking on [**Member Records> Members Menu> Print Members Records**] Will display a Dues receipt report for all of the members in your local. If there is no filter active on the form the report will display all records. If you have filtered records and decide to print this report it will retain the filter on the report. This report is a ledger sheet that is the same as the Members Record in the manual system.

Member Payments Listed by Month

Clicking on [**Member Records>Members Reports>Member Payments Listed by Month**] displays a report listing members and their payments in a column row report.

E-Mail Address

Clicking on [**Member Records>Members Reports>E-Mail Address**] displays a report listing members and their E-Mail Address.

Member Maintenance Directory

Clicking on [**Member Records>Members Reports> Members Maintenance Directory**] displays a report listing members in alphabetical order of any member with Seniority Maintenance. An example will be placed at the back of the instructions.

Member Main Notes

Clicking on [**Member Records>Members Reports> Members Main Notes**] displays a report listing members in alphabetical order and any notes that have been entered concerning them in the note field on members tab. The purpose of this report is to provide a single source of information about the members.

Monthly Notes

Clicking on [**Member Records> Members Reports> Monthly Notes**] displays a report listing notes made on the Billing History Tab for the month selected.

Members without TPEL

Clicking on [**Member Records> Members Reports> TPEL [No]**] displays a report listing members who have no TPEL Contributions.

Members with TPEL

Clicking on [**Member Records>Members Reports>TPEL [Yes]**] displays a report listing members and their TPEL Contributions.

Member Insurance

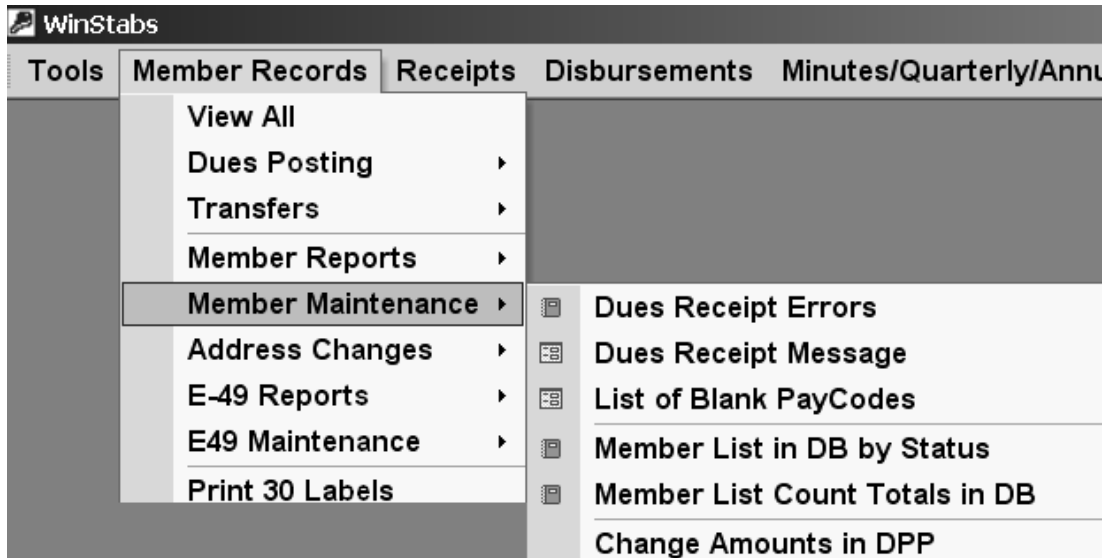
Clicking on [**Member Records>Members Reports> Members [With] Insurance**] displays a report listing members in alphabetical order and all the insurance that has been purchased by them. Each member who has purchased insurance is listed and the information for each policy that they have purchased. The purpose of this report is to provide a single source of the insurance purchases by the members.

Member without Insurance

Clicking on [**Member Records>Members Reports > Members [W/O] Insurance**] displays a report listing members in alphabetical order who has no insurance. E-49 Reports

Member Maintenance

This new section has been added for WinStabs, to give the Treasurer tools to maintain and to make sure that the information in the Member Records are accurate.



Dues Receipt Errors

This report [**Member Records>Members Member Maintenance > Dues Receipt Errors**] will help the Treasurer to stay on top of correct dues receipts, and help him correct problems. If no records are found in error, congratulations!



A very common problem with member records in the past, was inaccurate information in the member record. This report will print out all records by member, by month and the amount of the error for each error.

Simply print out this report, open the member records, and make the proper corrections in the Billing Month and the Detail Billing sections. These errors were caused when the Treasurer either entered a month in the Billing Month, usually for new members, manually, instead of Mass Payroll Post. Money is listed for the month in the Dues Owed and the Dues Paid, but the Detail Billing portion were not filled out.

Remember if you fill out a Monthly Billing amount for an individual, manually, or make a change to the amounts manually, you must go to the Detail Billing page of the member and make the corresponding changes for the month manually.

NOTE - If you make a manual change in the Monthly Billing page, then go to the Detail Billing page, and the new month entered is not listed, simply leave the record, either go to the next record, or go to the previous record, then immediately return to the proper record, and the Detail Billing page will be updated and the missing month will be shown.

Dues Receipt Message

Clicking on the [**Member Records>Members Member Maintenance > Dues Receipt Message**] causes the program to display the Dues Receipt message form. You can type a default message here and it will be displayed at the top of each and every Member's Dues Receipt you print.

List of Blank Pay Codes

Month	Name	Pay Code In Mem Rec'd	Detail Billing
April	RAILROAD, RANDY R	BNSF	
June	RAILROAD, RANDY R	BNSF	
July	RAILROAD, RANDY R	BNSF	

A frequent problem with entering New Members Manually, is that the pay code field is left out on the Detail Billing, and this keeps the member from showing up on Dues Reconciliation List.

This form will allow you to correct all entries with blank pay codes, simply use the drop down arrow in the paycode field to choose the proper pay code. Just to the left of the Detail Billing, it will list the Month, Name, and what shows for this member in his Pay Field on Page 1 of his Member Record.

If this form is blank, that means you have no blank paycodes in your records. Close and return to the main screen.

Member List in DB Status

Clicking on the [**Member Records>Members Member Maintenance > Member List DB Status**] shows a detailed list of all your records in your database broken down by Union Status.

Member List Count Totals in DB

Clicking on the [**Member Records>Members Member Maintenance > Member List Count Totals in DB**] shows a count list of all your records in your database broken down by Union Status. This report will help you fill out your LM-2, as this information is asked for on the new form.

Breakdown By Status in the DataBase Total

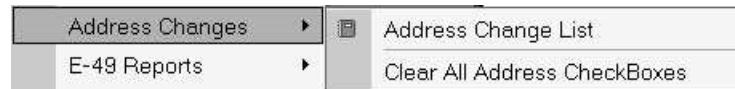
This Report Does Not Report Records with Blank Entry in the Union Status Field

Status	Count
ACTIVE	63
INACTIVE	7
INSURANCE	11
RETIRED	3
TRANSFERRED	1

Change Amount in the DPP

Clicking on the [**Member Records>Members Member Maintenance > Change Amount in the DPP DB**] displays a form listing all members with DPP, handy to allow you to make changes in these policies if the rates change at a future date.

Address Changes



Added for WinStabs, this allows the Treasurer to keep track of any address changes, and to print out a report to send to updating in Cleveland.

To simply maintain the address list, whenever you get new information for a member, after making the changes, check the box on page 1 of the member record, just to the right of the Employee ID

Last	RAILROAD		
First	RANDY	MI	R
SS No.	111-11-1111		
Employee ID	4364943	<input checked="" type="checkbox"/>	New Address

Address Change List

Click on [**Member Record> Address Changes>Address Change List**] to print your list of address changes. Place the printed report with your billing and it will be processed by Updating in Cleveland.

**Local 1227 2003 Address CHANGES for Members
Attention - DIRECTORY**

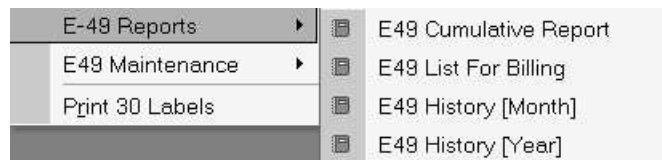
SS # 111-11-1111
Name RAILROAD, RANDY R
Address 123 HAPPY LANE
City HIP HOP ME 13654
Employee ID 4364943
Phone (816) 225-4365
Email rrrailroad@msn.com

Clear All Address CheckBoxes

Click on [**Member Record> Address Changes>Clear All Address CheckBoxes**] after you've printed the Address Change Report to send to Cleveland. This action will clear all checkboxes for address changes to get the Treasurer ready to make future changes.

E49 Reports

WinStabs has changed the way E-49's are kept. There are now two distinct areas, E-49 forms that are IN FORCE and ACTIVE. All E-49 forms will remain In Force and Active, until a Back to Work Date is placed in the form. When a Back to Work Date is placed on the form, this form is then removed from the Active List and Placed in a new list, a Historical E-49 List. A new section called E-49 Maintenance has been added to WinStabs to help expediate this feature.



E49 Cumulative Report

Clicking on [**Member Records>E-49 Reports> E-49 Cumulative Report**] displays a historical report listing members who are currently on E-49, this reports **does not** includes social security numbers.

E49 List for Billing

Clicking on [**Member Records>E-49 Reports> E-49 List for Billing**] displays a report listing members who are currently on E-49, this reports also includes social security numbers.

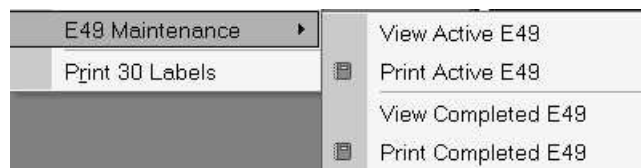
E49 History [Month]

Clicking on [Member Records> E-49 Reports>E-49 History [Month]] displays a report listing members on E-49 for the month selected, this reports **does not** includes social security numbers.

E49 History [Year]

Clicking on [Member Records> E-49 Reports>E-49 History [Year]] displays a report listing members on E-49 by the month for the entire year, this reports **does not** includes social security numbers.

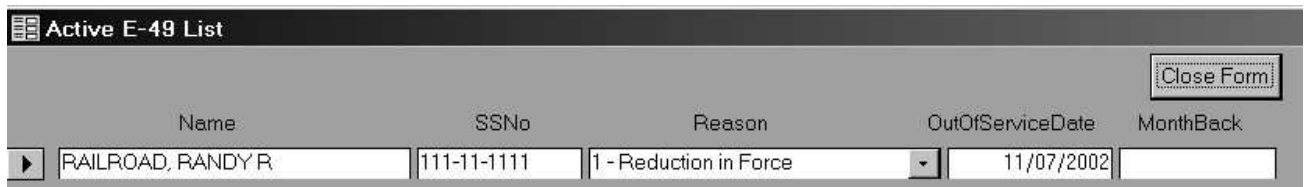
E49 Maintenance



This new section allows the Treasurer to Maintain his E-49 Records, and to print them out.

View Active E49

Click on [Member Records>E-49 Maintenance>View Active E49] to see all E-49's active and in force. Filling in the Back to Work Date, will move a form to the Historical E-49 List.



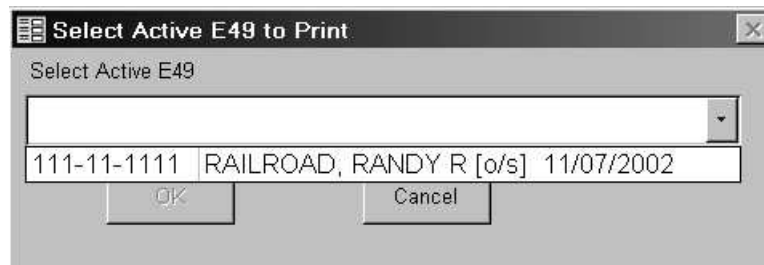
The image shows a window titled 'Active E-49 List'. It contains a table with the following data:

Name	SSNo	Reason	OutOfServiceDate	MonthBack
RAILROAD, RANDY R	111-11-1111	1 - Reduction in Force	11/07/2002	

A 'Close Form' button is located in the top right corner of the window.

Print Active E49

Click on [Member Records>E-49 Maintenance>Print Active E49] will print an E-49 for the member to sign. Simply choose which form you wish to print.



The image shows a dialog box titled 'Select Active E49 to Print'. It contains a list of active E49 records. The selected record is:

111-11-1111	RAILROAD, RANDY R [o/s]	11/07/2002
-------------	-------------------------	------------

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog box.

View Completed E49

Click on [**Member Records>E-49 Maintenance>View Completed E49**] to see all E-49's completed. Blanking the Back to Work Date, will move a form to the active and in force E-49 List.

Print Completed E49

Click on [**Member Records>E-49 Maintenance>Print Completed E49**] will print an E-49 for the Treasurer's Records, of a completed E-49. Simply choose which form you wish to print, similar to the Print Active E-49.

Print 30 Labels

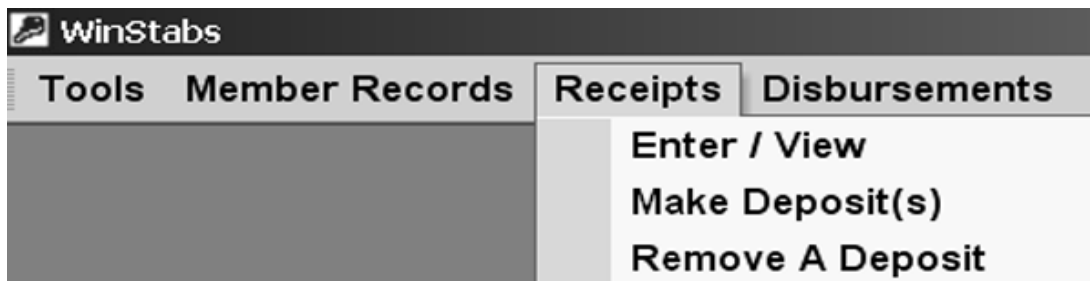
Clicking on [**Member Records>Members Reports>Print 30 Labels]** prompts you to enter 3 lines of data. This data is then printed on 30 labels. The format is for Avery labels 5160.

Chapter 4: Receipts & Deposits

All money that is brought into the Local is called a Receipt. It is therefore very important that you understand how the program expects to receive the information and how it will process and report on this information.

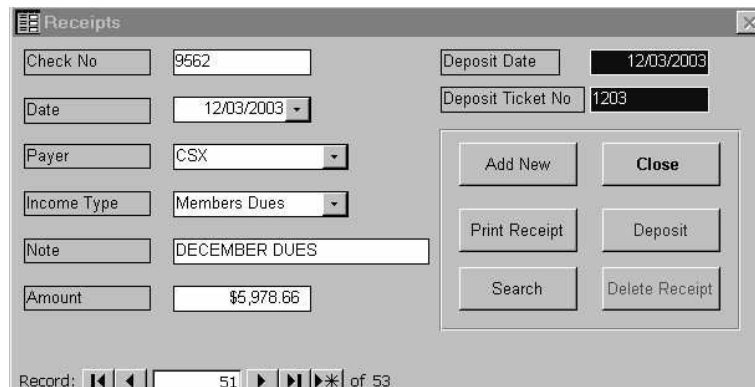
Receipts

Clicking on the Receipts menu displays the below form. As you can see from the following, the Receipts MENU give the user the ability to enter or view receipts. Make Deposit(s) or view and print various receipt reports.



Enter /View

To enter a new receipt or to view existing receipts select Enter /View from the Receipts menu. To correctly enter a new receipt you must include a, Check Number, Date, Payer (this field can be customized by using the “Edit List”), Income Type, and finally an amount. The Note field can be used to add an additional comment explaining exactly what the receipt is for. The Deposit Date and Deposit Ticket Number are fields in which you cannot make entries. The values for these fields are automatically entered once the receipt is included in a deposit.

A screenshot of the 'Receipts' form in the WinStabs software. The form contains several input fields and buttons. The fields are: 'Check No' (9562), 'Date' (12/03/2003), 'Payer' (CSX), 'Income Type' (Members Dues), 'Note' (DECEMBER DUES), 'Amount' (\$5,978.66), 'Deposit Date' (12/03/2003), and 'Deposit Ticket No' (1203). There are buttons for 'Add New', 'Close', 'Print Receipt', 'Deposit', 'Search', and 'Delete Receipt'. At the bottom, there is a record navigation bar showing 'Record: 51 of 53'.

The following is a recap of the functions provided by the buttons on the receipt form:



Add New

The Add New button will save the existing record on the form and then clear the form so you can add a new receipt.

Print Receipt

Clicking the Print Receipt button on the Receipts Form displays a report showing the amount paid, by whom and a place for the Treasurer to sign. Print the receipt by clicking the printer button. To return to the receipt form without printing, click the close button. The report will only print the active receipt on the form.

Search

Clicking the Search button on the Receipts Form brings up a Search dialog box. For more information on Searching refer to Chapter 1: Getting Started – Search.

Delete Receipt

Clicking on the Delete Receipt button on the Receipts Form provides a means to remove a receipt from the database. You will be asked to confirm the delete “Yes or No”. If you’re absolutely sure you want to delete the record, click on “Yes”. If you accidentally click the delete receipt button selecting “No” when prompted will cancel the delete command.

Deposit

Deposits are made by the Treasurer to put the money received into a bank account. In order to properly record this action and insure that no receipts are left unchecked, the following form is provided:

Check No	Payee	Date	Amount	Deposit
1556	CSX	04/06/2005	\$5,519.66	<input checked="" type="checkbox"/>
355	UTU	04/15/2005	\$387.62	<input checked="" type="checkbox"/>
4878	CSX	05/02/2005	\$5,387.16	<input checked="" type="checkbox"/>
1923	ALLEN J	05/12/2005	\$125.50	<input checked="" type="checkbox"/>
401	UTU	05/15/2005	\$387.62	<input checked="" type="checkbox"/>

Deposit Ticket No	<input type="text" value="0517"/>	<input type="button" value="Deposit"/>
Deposit Date	<input type="text" value="05/17/2003"/>	
Total Deposit		<input type="button" value="Close"/>
Deposit All ?	<input checked="" type="checkbox"/> \$11,807.56	

In the top half of the form every receipt that has not yet been deposited is listed. The Check No., Payee, Date, and Amount fields are for information only on this form. The information can not be changed here. The Deposit field is the only field into which you can make an entry.

Step #1: By clicking in this field a check mark is made and in so doing you are including this receipt in the deposit you are about to make. The deposit ticket total is automatically calculated as you select the individual receipts.

Step #2: Enter the Deposit Ticket Number. For example: **0210** [02 for the month and 10 for the date of the deposit]

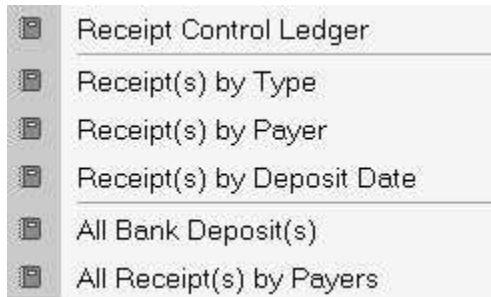
Step #3: Enter the deposit date.

Step #4: Once you have completed steps 1-3, all that's left to be done is to click the Deposit button. The program automatically updates the checked receipt records with the Deposit Ticket Number and Deposit Date. The only way a receipt record (s) can be removed from this form is follow the above instructions. All receipts that have not met the above criteria will remain in this form until the criterion is met.

Remove a Deposit

If a mistake has been made on a deposit, use the Remove a deposit to take the deposit out. It places on the receipts attached to the specific deposit as not deposited. Errors can be corrected and the deposit can be made again. A Deposit MULLIGAN for the treasurer.

Receipt Reports



Cash Receipts Control Ledger

Clicking on [**Receipts>Reports>Control Ledger**] displays a report listing each receipt by day and total and an accumulated total for the year to date. The purpose of this report is to have a single source of clear, tabulated, and sub-totaled information about receipts by the day.

Receipts by Type

Clicking on [**Receipts>Reports>Receipts by Type**] gives the user the ability to select which receipt type to display. For example, if you selected “Member Dues”, the report would display only the receipts entered into the program with the Receipt type ‘Member Dues’. The purpose of this report is to have a single source of clear, tabulated, and total information about receipts for each type of income.

Receipts by Payer

Clicking on [**Receipts>Reports>Receipts by Payer**] gives the user the ability to view receipts by the payee selected. For example, if you selected “CSX”, the report would display only the receipts entered into the program with the Receipt payee “CSX”. The purpose of this report is to have a single source of clear, tabulated, and total information about receipts for each Payee.

Receipts by Deposit Date

Clicking on [**Receipts>Reports>Receipts by Deposit Date**] gives the user the ability to view receipts by the deposit ticket payee selected. The purpose of this report is to have a single source of clear, tabulated, and total information about each single deposit ticket.

All Receipts by Payers

Clicking on [**Receipts>Reports>All Receipts by Payers**] displays a report listing a report grouping all

receipt records listed by Payers, and details what receipts made up that deposit. The report also has a grand total for all the deposits made for the year. The purpose of this report is to have a single source of deposit information with a total.

All Bank Deposits

Clicking on [**Receipts>Reports>All Bank Deposit**] displays a report listing a report grouping all receipt records listed by their Deposit Date, and details what receipts made up that deposit. The report also has a grand total for all the deposits made for the year. The purpose of this report is to have a single source of deposit information with a total.

Chapter 5: Disbursements

Disbursements

There are extensive changes in the Disbursement Area for WinStabs. Maintenance features are added to help with the accuracy of the information, and error trapping to avoid some of the common pitfalls Treasurer's have encountered in the past.

Features will include tracking categories for the New LM-2 Report for 2005, due in March, 2006 and for the years following.

Clicking on the Disbursements Menu displays the following:



The disbursement section of the program handles the cash outflow from the local. This can become quite complex with regard to payroll and taxes, but fortunately the program assists you in making sure that it is done right. Simply speaking a disbursement is a payment. These payments can be for a purchase made by the local or the LCA, a payment for services or facilities, such as a meeting room, a reimbursement for expenses, or salary for an officer or other local employee. In any case, accurate records must be kept and accurate calculations made. The following are detailed instructions for completing disbursements and reviewing and reporting on them.

Monthly Billing

There is a Big Change in WinStabs concerning the Monthly Billing. Some Locals have the Payroll Monthly Dues money go from the carrier directly to International, while other locals still will receive dues money, and remit it directly to the International. WinStabs was setup to accommodate both types of Billing. Monthly Billing has been given a Submenu in WinStabs.

Local 1227 Treasurer Frank Nowell

Disbursements Minutes/Quarterly/Annual

UTU Billing Monthly UTU Billing

Wage & Expense Billing Maintenance

All WinStabs needs is the **FINAL AUDITED TOTALS**, the actual amounts the Local is paying. The billing is a disbursement, when you POST the billing it will create the UTU and TPEL disbursement records in your checkbook and it will also create your Local Committee receipts and deposit them to the correct fund. Clicking on [Disbursements>Monthly Billing Month] displays a blank new form.

Notice in the upper right hand corner, two new radio buttons have been listed.

Click on International if ALL or PART your monthly dues payroll goes to International.

Click on Local if ALL monthly dues payroll comes to the local.

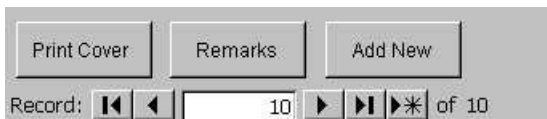
Below is your form to fill out the International Version.

There is NO PA 1 Adjustment field. Three new fields have been added on the right hand side, Credit Total

Insurance & TB, Credit Dues & Assessments, and Credit TPEL. These numbers will come from the International, when they send or direct deposit local and local committee monies. Work the billing as normal, circling out monies not paid on the billing, etc. Then bring in the final totals from the billing.

Add the credits to the credits field, and print out your Billing. The Billing will show you if you owe any money, and when you post it, will post normally to the disbursement ledger. If your local has a credit amount, send in the billing with no money, and when you post it in WinStabs, it will not post to the Disbursement Ledger. Either way, you must post the Billing to put money into the Local Committee Funds.

You should have 12 records at the end of the year, one for each month's billing. You can see the record count for the Billings in the bottom left hand corner in the white box between the VCR type recorder buttons.



Monthly Billing

Billing Month: [] CheckOff Received By .. International Local

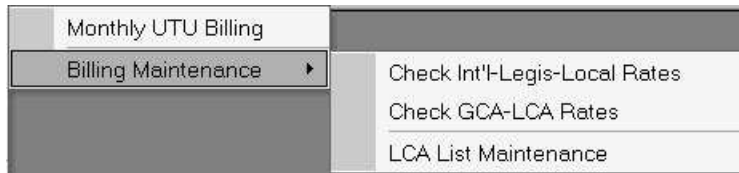
UTU Chk #: [] Tpel: \$0.00
 TPEL Chk #: [] Local Special Assts: \$0.00
 Date: [] Yardmaster Premium: \$0.00
 Insurance Premiums: \$0.00 Expense Supplies: \$0.00
 TB: \$0.00 Expense Bond: \$0.00
 Total Ins & TB: []
 DPP: \$0.00

Credit Total Ins. & T.B.: \$0.00
 Credit Dues & Asst.: \$0.00
 Credit TPEL: \$0.00

International Dues		Legislative Dues		Local Dues		Local Committee Dues		
Count	Amount	Count	Amount	Count	Amount	LCA	Count	M Count
Int 1	0 \$0.00	Leg 1	0 \$0.00	Loc 1	0 \$0.00	[]	0	0
Int 2	0 \$0.00	Leg 2	0 \$0.00	Loc 2	0 \$0.00			
Int 3	0 \$0.00	Leg 3	0 \$0.00	Loc 3	0 \$0.00			
Int 4	0 \$0.00	Leg 4	0 \$0.00	Loc 4	0 \$0.00			
Int 5	0 \$0.00	Leg 5	0 \$0.00	Loc 5	0 \$0.00			
Total	\$0.00	Total	\$0.00	Total	\$0.00			

Print Cover Remarks Add New Post Billing

Billing Maintenance



This section has been added for WinStabs. These billing maintenance features will allow you to print out the Billing Cover at any time with the correct rates for each month. For each Billing Cover, you can change the GCA, LCA, Int'l, Legislative, and Local Rates, without affecting the current dues rate structure.

Check Int'l Legis-Local Rates

Click on [Disbursements>UTU Billing>Billing Maintenance>Check Int'l-Legis-Local Rates] to inspect, and or correct any of the Int'l, Legislative or Local Dues. There are two possible rates for each category. After making any changes, click on the X to save and return to the Main Screen.

A screenshot of a window titled 'Monthly Billing Rates for Int'l-Legis-Local Dues'. The window contains a table with 7 columns: Month, Int'l Rate, Legislative, Local, 2nd Int'l, 2nd Legis, and 2nd Local. The rows represent the months from January to October. The 'Int'l Rate' column shows a value of 20.50 for all months. The 'Legislative' column shows a value of 10.00 for all months. The 'Local' column shows a value of 9.00 for all months. The '2nd Int'l', '2nd Legis', and '2nd Local' columns all show a value of 0.00 for all months. The 'January' row is highlighted.

Month	Int'l Rate	Legislative	Local	2nd Int'l	2nd Legis	2nd Local
January	20.50	10.00	9.00	0.00	0.00	0.00
February	20.50	10.00	9.00	0.00	0.00	0.00
March	20.50	10.00	9.00	0.00	0.00	0.00
April	20.50	10.00	9.00	0.00	0.00	0.00
May	20.50	10.00	9.00	0.00	0.00	0.00
June	20.50	10.00	9.00	0.00	0.00	0.00
July	20.50	10.00	9.00	0.00	0.00	0.00
August	20.50	10.00	9.00	0.00	0.00	0.00
September	20.50	10.00	9.00	0.00	0.00	0.00
October	20.50	10.00	9.00	0.00	0.00	0.00

Check GCA-LCA Rates

Click on [Disbursements>UTU Billing>Billing Maintenance>Check GCA-LCA Rates] to inspect, and or correct any of the Local Committee Rates or General Committee Rates. After making any changes, click on the X to save and return to the Main Screen.

Month	GCA	GCA Rate	LCA	LCA Rate
January	953	21.64	953	8.25
January	WTA	0.00	WTA	1.00
January	009	21.00	009	10.50
February	009	21.00	009	10.50
February	953	21.64	953	8.25
February	WTA	0.00	WTA	1.00
March	009	21.00	009	10.50
March	953	21.64	953	8.25
March	WTA	0.00	WTA	1.00

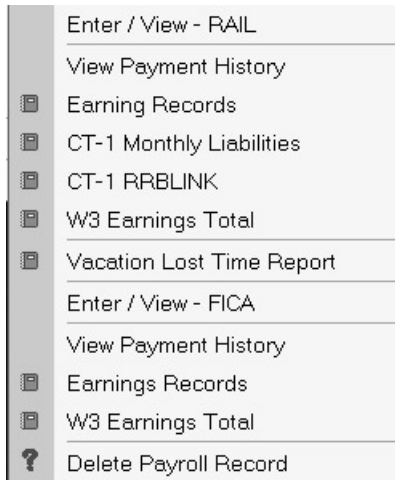
LCA List Maintenance

Click on [Disbursements>UTU Billing>Billing Maintenance>LCA List Maintenance] to inspect, and or correct any of the Local Committee Money Deposited. If you have duplicated entries for an LCA for the same month, you are able to delete it by clicking on the button to the left of the row, then press the delete key on the keyboard. Answer yes will allow you to delete the record, and if you're unsure, click no. After making any changes, click on the X to save and return to the Main Screen.

Fund	Month	Amount
009	January	\$94.50
953	January	\$297.00
WTA	January	\$7.00
009	February	\$94.50
953	February	\$305.25
WTA	February	\$8.00
009	March	\$94.50
953	March	\$313.50
WTA	March	\$8.00

Wage and Expense MENU

Clicking on the Wage and Expense Sub-Menu on the Disbursements Menu displays the following.



There are two sections for this menu, one for Rail wages and one for FICA or Bus wages. As you will see when we get into the forms themselves, they appear to be identical; however, taxes are handled very differently by each, hence the separate forms. Remember that wages and expenses are a special kind of disbursement, but it's still a disbursement. The results of all the work that you do on the Wage and Expenses is posted to the disbursement ledger and shows up on all the disbursement reports as well.

Enter / View – RAIL

Clicking on Enter/View – RAIL will display a prompt asking the user to either “Enter payment” or “View Payment”. By selecting “Enter Payment”, the system will display the form below, ready to add a new record. If the user selects “View Payment”, the below form will be open as read-only displaying your entire Wage & Expense records for the year sorted by check number.

As you can see the form is structured like the one used for Member Records in that there are two tabs that give you access to two different aspects of Wages and Expenses that are handled differently. On the Salary tab you will enter the Check No., as you would any disbursement, the date and select the member from the drop down box. The fund is defaulted to Local, but wages can also be disbursed out of a LCA fund. For example, if you were paying the Local Chairperson's salary or reimbursing an expense, you would not want to debit the Local fund. Enter the Salary paid and Lost Time if applicable. The total wages are calculated and displayed to the right of the upper portion of this form.

The bottom portion of this screen is primarily for informational purposes, hence the blue background fields, which can't be edited as discussed in the Basic Concepts section of the Getting Started chapter of this manual. Certain adjustments can be made, however, in the Amount of Federal and State tax, or the amount of the EE Tax 1 or 2 for the Employee. The rate or amount of the ER taxes may be adjusted for the employee.

There are 4 radio button fields below the Fund and Lost Time Fields. These are for the LM-2 annual report. For those that file the LM-2, the threshold amount has risen from Total Receipts of 200,000 to 250,000. Some Locals will now be able to file the unchanged LM-3 2005 and beyond, because of the changes in limits.

The default choice is Administration (Union Administration). All disbursements for this check will be categorized all for LOCAL fund AND Union Administration.

As far as Wage Payments are concerned, listed below are the 4 categories.

Administration (Union Administration) – direct and indirect disbursements to all entities and individuals during the reporting period associated with union administration. Union administration includes disbursements relating to the nomination and election of union officers, the union's regular membership meetings, intermediate, national and international meetings, union disciplinary proceedings, the administration of trusteeships, and the administration of apprenticeship and member education programs. This will mainly apply to Local Officers, President, S&T, Vice President, Trustees, and Legislative Representatives (Dealing with Safety Issues, Educational Issues, etc.)

Representation (Representational Activities) – direct and indirect disbursements to all entities and individuals during the reporting period associated with preparation for, and participation in, the negotiation of collective bargaining agreements and the administration and enforcement of the agreements made by the labor organization. This will mainly consist of expenses incurred by the Local Committee, Local Chairman, Vice Local Chairman, or Any designated person.

Political Activities (Political Activity & Lobbying) – direct and indirect disbursements to all entities and individuals during the reporting period associated with political disbursements or contributions of money. Also report the labor organization's direct and indirect disbursements to all entities and individuals during the reporting period associated with dealing with the executive and legislative branches of Federal, state, and local governments and with independent agencies and staffs to advance the passage or defeat of existing or potential laws or the promulgation or any other action with respect to rules or regulations (including litigation expenses). It does not matter whether the lobbying attempt succeeds. A Local shouldn't wages in this category, mainly TPEL contributions falls under this schedule.

General Overhead (For Everything Else) – direct and indirect disbursements to all entities and individuals during the reporting period that cannot be allocated to any of the other disbursement categories. Some disbursements for overhead do not support a specific function, so these disbursements should be reported in this schedule.

If you have expenses to apply to this check then click on the Expenses tab of the form and see the following screen:

The screenshot shows a software window titled "Wage & Expense" with two tabs: "Salary" and "Expenses". The "Expenses" tab is active. The form contains the following fields and values:

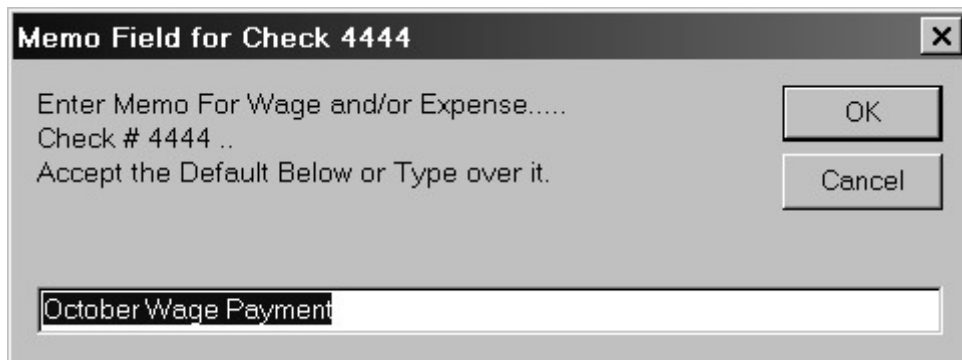
- Office Supplies: \$0.00
- Phone: \$0.00
- Postage: \$0.00
- Copies: \$0.00
- Other: \$0.00
- Deductions: \$0.00
- Per Diem Days: 0.000
- @ or Rate: \$0.00
- Total: \$0.00
- Check No.: [Blank]
- Net Payment: \$0.00
- Remarks (Max 195 Characters): [Blank text area]
- Buttons: Cancel, Print, POST
- Begin Odom: [Blank]
- End Odom: [Blank]
- Total: [Blank]
- Personal: [Blank]
- Business: [Blank]
- Amount: \$0.00
- Table with columns: Date, From, To, Miles, Reason. The Miles column has a value of 0.

On the Expense screen, the user fills in the information as required. In the upper right hand corner the check number shows and the net amount of the check. Enter any specific information in the fields provided, such as Office Supplies or Copies. Enter any deductions as appropriate. Finally, if applicable, enter the days and Per Diem Rate, and the Total for this will be calculated for you. If you switch back to the Salary tab, you will see that this information has been automatically transferred over and totaled for you. The Treasurer can now Post directly from the Expense page without returning to the first screen.

If mileage were to be reimbursed on this check you would enter the Beginning and Ending odometer readings in the appropriate fields and then tab down to the mileage sub form. Enter the date of the trip, where the trip started and where the trip ended, the miles, and the reason. The miles entered next become the business miles claimed in the above portion of the form. The total reimbursable mileage expense will be shown above as amount and will also be displayed in the recap of the Wage & Expense record.

Posting Wages and Expense

If all the appropriate criteria have been met, once you exit the Salary field you'll notice a **POST** button will appear underneath the cancel button. New for WinStabs, when you POST your disbursement, a MEMO field for all disbursements will be kept for the Treasurer's information. Before posting, the following message appears.



Memo Field for Check 4444

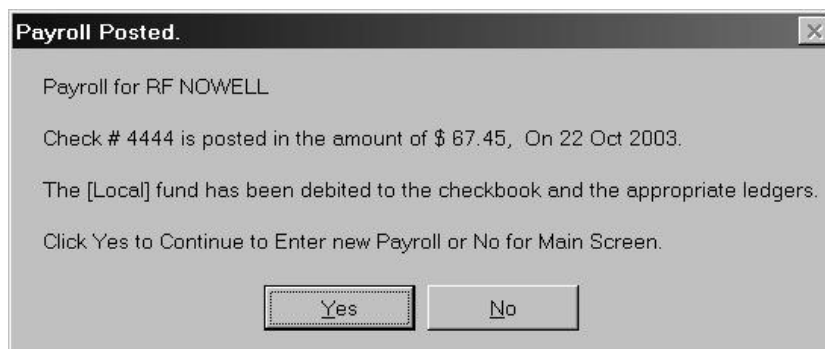
Enter Memo For Wage and/or Expense.....
Check # 4444 ..
Accept the Default Below or Type over it.

October Wage Payment

OK
Cancel

When you click the **POST** button, a default Memo Message will appear, which can be accepted, or click into the field and change it as it needs to be.

Press OK to continue or Press Cancel will take you back to the not posted Wage. If you press OK, the next message will be –



Payroll Posted.

Payroll for RF NOWELL

Check # 4444 is posted in the amount of \$ 67.45, On 22 Oct 2003.

The [Local] fund has been debited to the checkbook and the appropriate ledgers.

Click Yes to Continue to Enter new Payroll or No for Main Screen.

Yes No

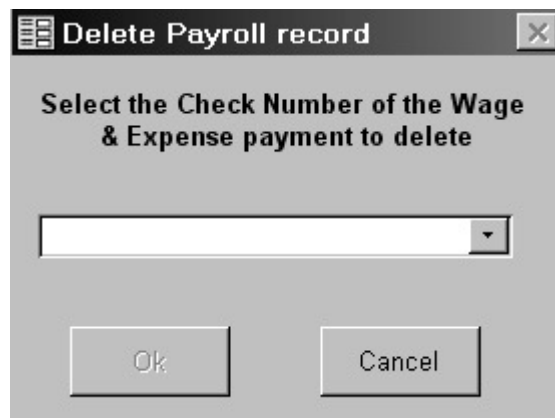
The wage has been posted, now by pressing YES; you will be taken to the new wage to fill out. Pressing NO takes you back to the Main Screen. This is a handy feature if you filling out multiple Wage Payments at the same time.

WinStabs adds the net pay disbursement and all corresponding tax records for the wage to your checkbook. You must do it correctly the first time. There is no means to edit a wage and expense record because there are too many areas that are affected by this posting.

If an error is made the record must be deleted and reentered. If you decide not to post the wage just click on the Cancel button and all the information will be deleted from the system. Delete a Wage and Expense made in Error ONLY by the Instructions listed below.

Wage / Expense Delete

Clicking on the [Disbursements>Wage&Expense>Delete Payroll Record] opens the form.



The image shows a dialog box titled "Delete Payroll record". Inside the dialog, the text "Select the Check Number of the Wage & Expense payment to delete" is displayed. Below the text is a text input field with a dropdown arrow on the right side. At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

From the drop down menu find the Wage & Expense record you wish to delete. The record you select from the drop down menu will display the check number in the above field. By selecting Ok, the Net pay disbursement and all Tax records related to this payment will be deleted from the system. By clicking Cancel you will close the form without deleting anything. ***This is the ONLY way to delete a wage record in error.***

View Payment History

Clicking on [Disbursements>Wage&Expense>View Payment History] displays the following form:

The screenshot shows a software window titled "Payment History" for employee "RAILROAD RANDY R" with ID "512-48-4043". The form is divided into several sections:

- Employee Information:** Fund: Local, Gross Wage: \$2,600.00, Expenses Paid: \$147.42.
- Employee Withholding Taxes:**

Description	Rate	Amount	Maximum
Tier I	0.062	\$161.20	87,000.00
Tier II	0.049	\$127.40	64,500.00
Medicare	0.0145	\$37.70	
Total CT1		\$326.30	
Federal		\$549.00	
State		\$0.00	
EE Tax 1		\$0.00	
EE Tax 2		\$0.00	
- Employer Withholding Taxes:**

Description	Rate	Amount	Maximum
Tier I	0.062	\$161.20	87,000.00
Tier II	0.142	\$369.20	64,500.00
Medicare	0.0145	\$37.70	
Sup Hours		0	
Sup Rate		\$0.00	
ER Tax 1		\$0.00	
ER Tax 2		\$0.00	
ER Tax 3		\$0.00	
- Monthly Summary Table:**

Month	Total Wage	CT1	CT1 Sup Tax	Federal	State	SupHrs	Local
March	\$800.00	\$275.20	\$0.00	\$189.00	\$0.00	0	Local
June	\$600.00	\$206.40	\$0.00	\$120.00	\$0.00	0	Local
September	\$500.00	\$172.00	\$0.00	\$100.00	\$0.00	0	Local
October	\$400.00	\$137.60	\$0.00	\$80.00	\$0.00	0	Local
October	\$100.00	\$34.40	\$0.00	\$20.00	\$0.00	0	Local
October	\$200.00	\$68.80	\$0.00	\$40.00	\$0.00	0	Local

A "Print Form" button is located on the left side of the form. At the bottom, there is a record navigation bar showing "Record: 6 of 6".

There are no editable fields on this form, as indicated by the blue background. This form serves as a recap by member of what has been paid and withheld from their wage & expense payments. A Print Form button has been added in WinStabs that will allow you to make a screen print of the current record shown.

Earnings Record

Clicking on [Disbursements>Wage&Expense>Earnings Record] displays a report for each individual employee showing the employees earnings by individual payments. The report also displays all the employee tax liabilities incurred from the individual wages.

CT – 1 Monthly Liability

Clicking on [Disbursements>Wage&Expense>CT-1 Monthly Liability] displays a report summarizing by month all the CT1 – tax liabilities incurred for employee and employer taxes. This report gives the Treasurer the ability to see the total amount paid for the month along with the total tax liability for the month.

CT – 1 RRBLink

Clicking on [**Disbursements>Wage&Expense>CT-1 RRBLink**] displays a report summarizing by month all the CT1 – tax liabilities as need to pay your CT-1 Tax using RRBLink.

W3 – Earning Totals

Clicking on [**Disbursements>Wage&Expense>W3Earning Totals**] displays a report showing the year to date earnings and the year to date Federal tax withheld from the employee’s wages.

Enter / View - FICA

To limit the size of this manual, the Bus Wage and Expense sections will not be created since they are nearly identical to the Rail Wage and Expense section. The only difference is with the taxes. On the Bus Payroll forms instead of CT1 taxes you would see FICA, FUTA and SUTA taxes. All the functions such as Posting, Deleting and Viewing History are the same as were described above in the Rail section.

Note to Bus Locals: There is a 401k field on your Wage form. If an employee has a 401K contribution you would apply the amount in this field.

Example: Total Wage = \$6000.00 Federal Tax = 20 % 401K Contribution = \$700.00

Total Taxable Federal Tax = \$5300.00 or \$1060.00 to be taxed.

The W2 for FICA employees has been modified to reflect actual earnings and total taxable earnings as well as tracking the year to date 401K contribution.

Assign Taxes

Clicking on [Disbursements>Assign Taxes] displays the above menu:

Clicking on for example, CT1 - Tax or Federal & FICA Tax or State Tax will display a form similar to the one below. The procedure in assigning a check number to these liabilities is basically the same for each. Let's use Federal and FICA Tax as our example.

Actual Check No. from Liability	Date of Original Liability	Description	Amount	Employer Tax	Click to Assign	
1237	04/09/2005	Federal Tax	\$55.00	\$0.00	<input type="checkbox"/>	\$0.00
1239	04/09/2005	Federal Tax	\$114.00	\$0.00	<input type="checkbox"/>	\$0.00
1240	04/09/2005	Federal Tax	\$30.00	\$0.00	<input type="checkbox"/>	\$0.00
1249	05/02/2005	Federal Tax	\$55.00	\$0.00	<input type="checkbox"/>	\$0.00
1250	05/02/2005	Federal Tax	\$50.00	\$0.00	<input type="checkbox"/>	\$0.00
1251	05/02/2005	Federal Tax	\$30.00	\$0.00	<input type="checkbox"/>	\$0.00

Assign Check Number for the above selected Liability(s) Assign Date Select All

Apply Tax to Quarter Year Write 941 Check For .. \$0.00

Adjustment

The above form is the one for paying unassigned Federal & FICA tax liabilities. Two dropdown fields have create the Memo Field of the disbursement. The Treasurer assigns the Check Number, Quarter for the Tax Period, the Year. A SELECT ALL checkbox, if checked will check ALL outstanding tax items in this form. There is an adjustment field to adjust payment either plus or minus.

Taxes have been checked, and in the example we will write a 941 Tax Check for 100.00 for the 4th qtr. 2003. Press the Deposit button to finish the transaction. As Follows –

Actual Check No. from Liability	Date of Original Liability	Description	Amount	Employer Tax	Click to Assign	
1237	04/09/2005	Federal Tax	\$55.00	\$0.00	<input checked="" type="checkbox"/>	\$55.00
1239	04/09/2005	Federal Tax	\$114.00	\$0.00	<input checked="" type="checkbox"/>	\$114.00
1240	04/09/2005	Federal Tax	\$30.00	\$0.00	<input checked="" type="checkbox"/>	\$30.00
1249	05/02/2005	Federal Tax	\$55.00	\$0.00	<input checked="" type="checkbox"/>	\$55.00
1250	05/02/2005	Federal Tax	\$50.00	\$0.00	<input checked="" type="checkbox"/>	\$50.00
1251	05/02/2005	Federal Tax	\$30.00	\$0.00	<input checked="" type="checkbox"/>	\$30.00

Assign Check Number for the above selected Liability(s) Assign Date Select All

Apply Tax to Quarter Year Write 941 Check For .. **\$334.00**

Adjustment

This disbursement will show in the ledger as –

06/01/2005	3212	334.00	FEDERAL TAX	941 TAX 2ND QTR 2005
------------	------	--------	-------------	----------------------

Rail locals would only see the Federal Tax record. Select the liabilities you want to include in your monthly or quarterly check, by clicking the assign box, enter your check number for this disbursement and assign the date for paying these tax liabilities. The next time the form is brought up the records that you have assigned will no longer appear because they will no longer be unassigned. In turn, this information will show up on your disbursement ledger reports.

Note: FICA tax will only be paid in Bus Locals.

Each of the other Tax buttons on this menu work the same way. The information pertinent to the tax is displayed for you to identify the tax item and allows you to assign a check number. The date that you enter is the date you write the check and pay the tax. The number of items on this list should be small because you will pay your taxes regularly.

The form shows the total amount at the bottom of the form based on the liabilities you selected to be paid. Be sure to write this figure down before exiting the form. If you exit the form and forgot to write down the total you can retrieve it from the Disbursement Ledger. Remember though, the Disbursement Ledger DOES NOT group the tax records together. You'll need to add them all up. So be sure to write the total down. It will save you time in the long run.

Tax Maintenance

Remove A Tax Payment
Remove Tax Entry Error

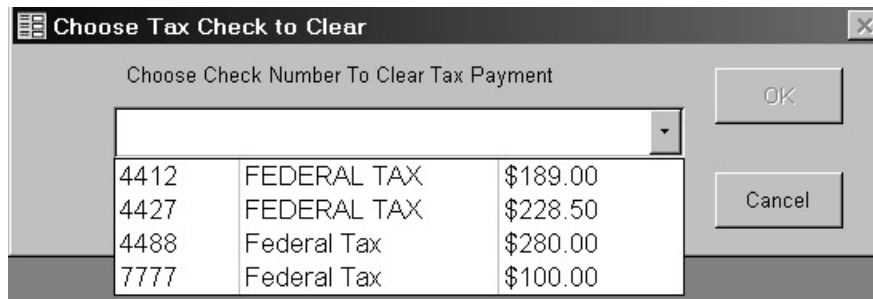
This section is new for WinStabs. You can now remove a tax payment, if you make an error, and start payment over. The Other Disbursements Form has been locked down, and you can no longer make the error of deleting a wage improperly, or a tax payment improperly, or a UTU Billing improperly.

In the past, Treasurers have made the mistake of putting the wrong check number on a tax payment. They would then panic, go into the Enter/View Other Disbursement and delete the tax payment, then go back into the Assign Tax section, expecting to see the tax payment they had deleted in error and of course it doesn't show as it has been permanently deleted. This mistake can no longer happen.

Remove a Tax Payment

Click on [Disbursements>Assign Tax>Tax Maintenance>Remove a Tax Payment] will allow the Treasurer to safely remove the tax payment made, without deleting the tax payments. Now when the Treasurer goes back to Assign Tax, he will see those tax payments waiting to be reassigned.

The only way to remove tax payments that are wrong is to delete the offending wage, which will remove the tax payment entirely.

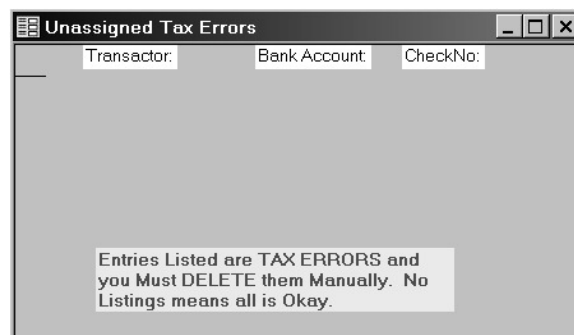


The screenshot shows a dialog box titled "Choose Tax Check to Clear". It has a search field at the top with the text "Choose Check Number To Clear Tax Payment". Below the search field is a table with three columns: Check Number, Description, and Amount. The table contains four rows of data. To the right of the table are "OK" and "Cancel" buttons.

Check Number	Description	Amount
4412	FEDERAL TAX	\$189.00
4427	FEDERAL TAX	\$228.50
4488	Federal Tax	\$280.00
7777	Federal Tax	\$100.00

Remove Tax Entry Error

This maintenance feature probably won't be used. If anything shows in this form, delete it by clicking on the button on the far left side of the line, and press the delete key. It will question whether you want to delete the record, say yes. Normally this will show as follows (do nothing if it looks like this, just close out the form).



The screenshot shows a dialog box titled "Unassigned Tax Errors". It has three columns: "Transactor:", "Bank Account:", and "CheckNo:". Below the columns is a large text box containing the following message: "Entries Listed are TAX ERRORS and you Must DELETE them Manually. No Listings means all is Okay."

Taxes – Paid /Not Paid

Clicking on [**Disbursements>Assign Taxes>Taxes – Paid by Month**] displays a report that shows a breakdown by month for each of the various tax types, which have been paid. This report provides a single source for the tax payments. The information in this report should grow as the year proceeds and as you make your tax payments. You can print this report by clicking the button with the picture of a printer on it or click the Close button to return to the main menu.

Clicking on [**Disbursements>Assign Taxes>Taxes – Not Paid by Month**] displays a report that shows a breakdown by month for each of the various tax types, which have not been paid. The **NOT paid tax** report can be used to display all of the unassigned liabilities incurred from wage payments that have yet to be paid by the Local.

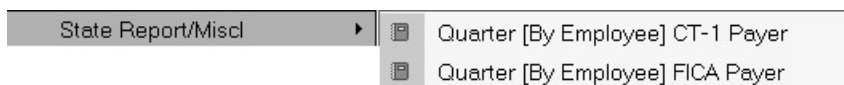
Taxes – Amount & Check

Clicking on [**Disbursements>Assign Taxes>Taxes – Amount & Check #**] displays a report that shows all tax payments checks and the amount.

Taxes – All [Total Liability]

Clicking on [**Disbursements>Assign Taxes>Taxes – All [Total Liability]**] displays a report that shows all tax liabilities paid and unpaid.

Taxes – State Report/Misc

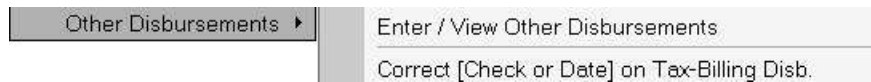


State Quarterly Reports

Clicking on [**Disbursements>Assign Taxes>State Report/Misc>Quarter (by Employee) CT-1 Payer**] displays a report that shows information to complete State, County and City Quarterly Reports

Clicking on [**Disbursements>Assign Taxes>State Report/Misc>Quarter (by Employee) FICA Payer**] displays a report that shows information to complete State, County and City Quarterly Reports

Other Disbursement



Use this for all disbursements that don't fit in the previous 3 menus. Use this option for all disbursements that are NOT – 1. UTU Billing or Payment made to the International, 2. Wage and/or Expense paid to an employee, or 3. Tax Payment made for the current year.

Enter /View Other Disbursement

Clicking on the Enter /View of the Disbursements MENU displays the following form:

Disbursements

Check No	<input type="text"/>	Memo	<input type="text"/>
Date	<input type="text"/>		
Purpose	<input type="text"/>		
Fund	Local		
Payee	<input type="text"/>		
Expense	\$0.00		
Other	\$0.00		
Transaction Total	\$0.00		
Current CheckBook Balance	\$9,501.15		

Note: ALL Wage-Expense , UTU Billing, & TAX Payments are created in other sections of this program. Only those disbursements that are CREATED through the Enter/View Other Disbursements will be shown here. If you need to View/Edit/Delete Wage/Salary, UTU Billing, or Tax Payments, do that through the proper Maintenance Program.

This form is not particularly complicated. Entries are made in most cases by entering the information requested in the fields provided. In the cases of the Purpose and Fund fields you must select a value from the drop down list. The Payee field can be customized using the “Edit List” feature.

This option is only used to enter disbursements that don't fit into – Billing – Wages and/or Expenses – Paying Taxes. This is the catch all the rest. ONLY those items entered through Other Disbursements form can be deleted from this form. Anything entered by this option maybe deleted, or altered from an error. All other disbursements cannot be changed from this form, because they must be handled by their own routines, and not altered here. This change was added to maintain the records and keep the Treasurer from corrupting data.

WinStabs has a Memo field, which you can explain the transaction in 195 characters or less. Reports in WinStabs will print out disbursements with Memos. Below the Transaction Total, a real time current Checkbook Balance is shown.

All of the information is essential, but particularly the fund. This tells the program to either debit the Local or LCA fund. On the right hand side of the form, the disbursement is broken down by category(s) based on the disbursement ledger. Based on your selection in the **Purpose field** the program will take you to the appropriate ledger field for entering the amount **after you tab or enter out of the Payee field**. For example, if the purpose is *Banquet*, the program will take you to the Other Field to enter the amount, or if the purpose were *Supplies*, the program would take you to the Expense field to enter the amount.

All LM-2 Schedule Items are assigned to each transaction depending on the purpose. In the Disbursement Maintenance sub menu, there is a new form that will allow you to edit and change if you need to, the LM-2 Schedule assigned to each transaction. Any local whose total annual receipts are less than 250,000 can ignore this paragraph.

Add Record

The Add Record button will save the existing record on the form and then clear the form so you can add a new Record.

Search

Clicking the Search button on the Disbursement form brings up a Search dialog box. For more information on Searching refer to Chapter 1: Getting Started – Search.

Delete Record

Clicking the Delete Record button on the Disbursement Form provides a means to remove a disbursement record from the database. You will be asked to confirm the delete “Yes or No”. If you’re absolutely sure you want to delete the record, click on “Yes”. If you accidentally clicked the Delete Record button select “No” when prompted, this will cancel the delete event.

Print Form

This Button added new for WinStabs. This allows the Treasurer to print an Invoice for his Disbursement if he chooses.

Update Disbursements

Changes in the information for a Disbursement are reflected immediately and automatically in reports that are generated from this information.

There are two ways in which to find a disbursement. If you don’t have a lot of disbursements, you can scroll through them with the VCR buttons or the wheel of your wheel mouse if you have one. Use of the VCR

buttons is discussed in the Basic Concepts section of the Getting Started chapter. The other method of finding a disbursement would be the search button as discussed in Chapter #1.

Changes are saved automatically when you exit the form.

Reports

- 🖨️ **Disbursement Ledger**
- 🖨️ **Disbursement Ledger [Month]**
- 🖨️ **Disbursements by [Purpose]**
- 🖨️ **Disbursements by [Payee]**

- 🖨️ **All Disbursements by [Purpose]**
- 🖨️ **All Disbursements by [Payee]**
- 🖨️ **All Disbursements by [Other]**

- 🖨️ **Local Fund Balance**
- 🖨️ **Local Committee Balance**
- 🖨️ **Print All LCA Ledgers**
- 🖨️ **Print LCA Member List from Billing**

- 🖨️ **Monthly Meeting Report**

Disbursement Ledger

Clicking **[Disbursements>Reports>Disbursement Ledger]** disbursement menu displays a report that breaks down each disbursement. It will include what the disbursement was applied to and what fund it came from. This report provides a single source of the disbursement breakdown including year-to-date totals.

Clicking **[Disbursements>Reports>Disbursement Ledger by Month]** displays a form for the user to select the month to display. Based on what the user selects, the disbursement ledger report will show only that month instead of the entire year like the above report. You can print this report by clicking the button with the picture of a printer on it or click the Close button to return to the Main Screen.

Clicking **[Disbursements>Reports>Disbursement Ledger by Purpose]** displays a form for the user to select a specific purpose to display. Based on what the user selects, the disbursement ledger report will show only that purpose instead of the entire year. Print this report by clicking the button with the picture of a printer on it or click the Close button to return to the Main Screen.

Payments made for 'POSTAGE'				
Local 1227		Items Listed by Purpose		Year - 2003
Check No	Date	Payee	Memo	Debit
4428	06/27/2003	POST OFFICE	P.O. BOX PAYMENT	48.00
Total Payments Made for POSTAGE				48.00

Clicking [**Disbursements>Reports>Disbursement Ledger by Payee**] displays a form for the user to select a specific Payee to display. Based on what the user selects, the disbursement ledger report will show only that Payee for the entire year. Print this report by clicking the button with the picture of a printer on it or click the Close button to return to the Main Screen.

Payments made to 'FEDERAL TAX'

Local 1227

Items Listed by Payee

Year - 2003

Check No	Date	Memo	Purpose	Debit
4412	03/20/2003	941 TAX 1ST QTR 2003		189.00
4427	06/05/2003	941 TAX 2ND QTR 2003		120.00
4427	06/05/2003	941 TAX 2ND QTR 2003		62.00
4427	06/05/2003	941 TAX 2ND QTR 2003		46.50
4488	09/30/2003	941 TAX 3RD QTR 2003		100.00
4488	09/30/2003	941 TAX 3RD QTR 2003		100.00
4488	09/30/2003	941 TAX 3RD QTR 2003		40.00
4488	09/30/2003	941 TAX 3RD QTR 2003		40.00
7777	10/22/2003	941 TAX 4TH QTR 2003		80.00
7777	10/22/2003	941 TAX 4TH QTR 2003		20.00

Total Payments Made to FEDERAL TAX 797.50

The next three items on the Reports Submenu are variations of the two above, except they list each Purpose or Payee on a separate page, and prints out the whole list of disbursements at one time.

Local Fund Balance

Clicking [**Disbursements>Reports>Local Fund Balance**] displays a report that shows each disbursement and deposit to the Local Fund and a running balance of the fund account. This report provides a single source of the disbursements and deposits for the Local fund and current balance. You can print this report by clicking the button with the picture of a printer on it or click the Close button to return to the Main Screen.

Local Committee Balances

Clicking [**Disbursements>Reports>Local Committee balances**] causes the program to prompt you to enter the LCA number. A report is displayed that shows each disbursement and deposit to the LCA Fund and a running balance of the fund account. This report provides a single source of the disbursements and deposits for the LCA fund and current balance. You can print this report by clicking the button with the picture of a printer on it or click the Close button to return to the Main Screen. An Added Choice to the sub menu will print out ALL LCA's at one time.

Print LCA Member List from Billing

Clicking [Disbursements>Reports>Print LCA Member List from billing] prints a report from the Member's Records for a specific month, showing the count of a committee, members in the committee and any notes for a specific member that month. Print this list for your Local Chairman every month. This will help both the Treasurer and the Local Chairman police their committee members, and to make sure all members are in the proper committees. A sample of the report printed below.




LCA Listing for 444A In May 2005

Member	SS No	Employee ID	Amount	Note
¹ ABBOTTE JR SAM	214 46 3765		\$15.00	
² AMOROSE THOMAS	882 46 1143		\$15.00	
³ BALLARD GARY L	372 52 0983		\$15.00	
⁴ BAROCIO HENRY E	377 43 3541		\$15.00	
⁵ BOYLAN MARK J	374 80 1658		\$15.00	
⁶ BRICKEY DAVID H	224 90 1324		\$15.00	
⁷ BRICKEY FORREST J	385 48 4010		\$15.00	
⁸ CAULFIELD JR RICHARD T	313 54 1122		\$15.00	
⁹ CILIA JOSEPH M	385 30 3179		\$15.00	
¹⁰ CLARK JR JAMES	362 51 3487		\$15.00	
¹¹ COX ALAN O	332 52 6932		\$0.00	E49

Monthly Meeting Report

Clicking [Disbursements>Reports>Monthly Meeting Report] displays a report that shows the Checking account and all fund balance. This gives a great Treasurer's Report for your meeting. This report has been expanded to show Bank Balance and the Checkbook balance.

Bank Activities

	CheckBook Balance - YTD
	CheckBook Balance - Bank
	CheckBook Activity - Month
	CheckBook Activity - Range
	Checks Listed with Memo
	Reconcile Bank Statement
	View Cleared Bank Items
	Print Reconciled Items by Date
	Print Outstanding List
	Overview of Local Accounts

Bank activities are centered on making sure that your books match the banks as far as checkbook transactions are concerned. In WinStabs, certain reports were moved from the Disbursements Reports sub menu and new items were added to the Bank Activities Menu.

Checkbook Balance - YTD

Clicking on [Disbursements>Bank Activity >Checkbook Balance - YTD] on the disbursement menu displays a report that is your check register. You can print this report by clicking the button with the picture of a printer on it or click the Close button to return to the Main Screen.

Checkbook Balance YTD - Bank

Clicking on [Disbursements>Bank Activity>Checkbook Balance YTD - Bank] on the disbursement menu displays a report that is essentially your check register for items that have cleared the bank. Items that are considered Outstanding will not show on this report until they are marked off using the Outstanding Items form discussed later in this chapter. You can print this report by clicking the button with the picture of a printer on it or click the Close button to return to the Main Screen.

Checkbook Activity - Month

Clicking on [Disbursements>Bank Activity>Checkbook Activity - Month] on the disbursement menu displays a report that is essentially your check register for the month designated. This is a nice report of disbursements for your monthly meeting.

Local 1227		Monthly Checkbook Activity for February, 2003		
Date	Check No	Payee	Credits (+)	Debits (-)
03/13/2003	Deposit	INCREASES BANK BALANCE	\$571.06	
03/16/2003	Deposit	INCREASES BANK BALANCE	\$884.43	
Total Monthly Credits (+)				\$1,455.49
Total Monthly Debits (-)				\$0.00
Monthly Difference				\$1,455.49

Checkbook Activity - Range

Clicking on [Disbursements>Bank Activity>Checkbook Activity -Range] on the disbursement menu displays a report that shows disbursements for a Range of Dates set by the treasurer. This report gives the local flexibility in disbursement reporting for the local meeting. This is a new report for WinStabs.

First a form pops open asking for the range of dates. Select the Dates from the Calendar.

CheckBook Register by Date Range

Beginning Date
06/01/2003

Ending Date
07/02/2003

OK

Cancel

Then the following report will print.

Local 1227 CheckBook Activity Between [June 01, 2003 and July 02, 2003]

Date	Check No	Payee	Memo
06/05/2003	4421	UTU	MAY BILLING STATEMENT
06/05/2003	4422	TPEL	MAY TPEL
06/05/2003	4423	KELSO WILLIAM S	MAY / JUNE WAGE PAYMENT / EXPENSES
06/05/2003	4424	TODD GLAZE	

Checks Listed with Memos

Clicking on [Disbursements>Bank Activity>Checks Listed with Memo] on the disbursement menu displays a report that shows disbursements as a checkbook register, with the memo information for each disbursement. This is a nice report to print for the Trustees at the end of the year to help explain each disbursement. This is a report is shown below.

**Checks Listed with Memos for the Year 2003
Local 1227**

Date	Check	Amount	Payee	Memo
09/23/2003	4485	295.35	ALLISON J S	SEPTEMBER WAGE PAYMENT
09/23/2003	4487	134.90	NOWELL ROBERT F.	SEPTEMBER WAGE PAYMENT
09/30/2003	4488	280.00	FEDERAL TAX	941 TAX 3RD QTR 2003
10/08/2003	9999	20.00	NOYES SA	REFUND SEPTEMBER DUES
10/09/2003	7001	77.00	YMCA	FOR LITTLE LEAGUE BASEBALL SPONSORSHIP - JERSEYS

Reconcile Bank Statement

Clicking [Disbursements>Bank Activities>Reconcile Bank Statement] displays a form that will allow you to put in the Bank Statement Ending Balance and the Bank Statement Ending Date, as below.

Bank Statement Balance & Date

Bank Statement Final Balance

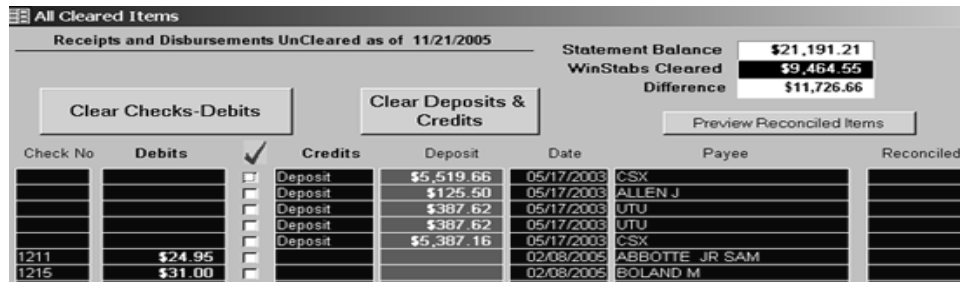
\$21,191.21

Reconciled Date

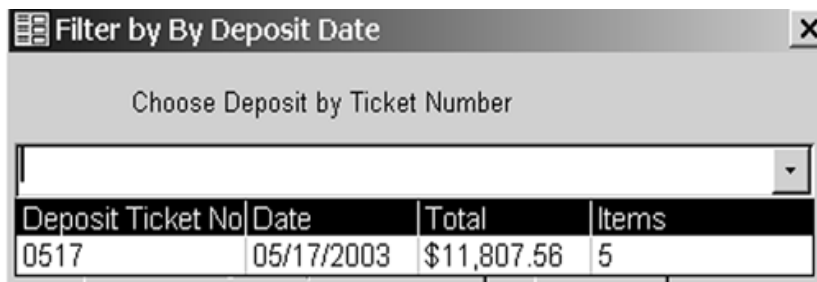
06/01/2005

OK Cancel

Click OK will display the following form of outstanding items, with three buttons at the top of the columns. One for Clearing Debits, the Second for Clearing Credits, and the third will print a report of clear items for this bank statement period.



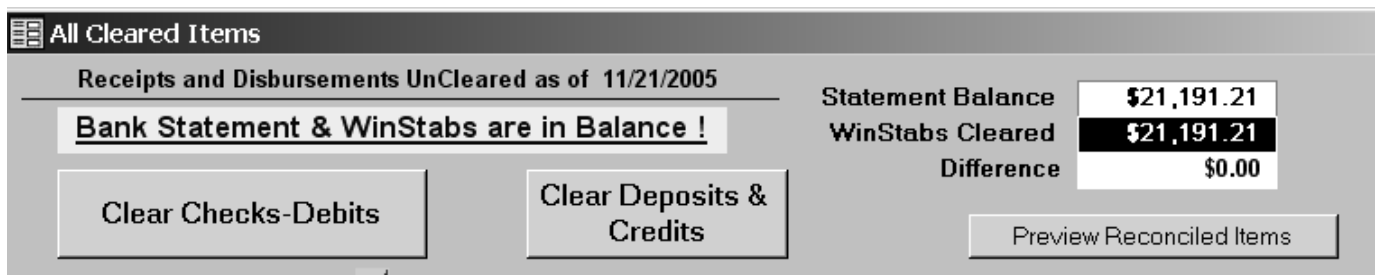
In this example we click the CLEAR Deposits & Credits Button, to see this form, we choose the total deposit as shown on our bank statement of \$ 11,807.56 consisting of 5 distinct items received.–



After choosing this deposit, the screen appears as –



Repeat this process with the Clear Checks-Debits button, until all items have been cleared from the Bank Statement. When WinStabs is in balance with your Bank Statement, the screen will show the following –



Print Reconciled Items by Date

This report will print any group of clear items which are grouped by Bank Statement Date. This report can be printed to compare to any specific bank statement in an effort to correct any errors or problems you may have of balancing WinStabs to the printed Bank Statement.

View Cleared Bank Items

By clicking [**Disbursements>Bank Activities>View Cleared Bank Items**] all the items that have cleared the bank will be listed. WinStabs shows the Cleared Bank Statement Balance by WinStabs records at the bottom right hand corner of the form, a Bank Statement Reconciled Date. At the bottom left there is a button that will allow you to make all checks outstanding for the year. This will make it easier to start over balancing the year to your Bank Statements.

Outstanding Items						
Receipts and Disbursements Shown Cleared as of 11/21/2005						
Check No	Date	Payee	Deposit	Debit	Cleared	Reconciled Date
Deposit	05/17/2003	CSX	\$5,519.66		<input checked="" type="checkbox"/>	06/01/2005
Deposit	05/17/2003	ALLEN J	\$125.50		<input checked="" type="checkbox"/>	06/01/2005
Deposit	05/17/2003	UTU	\$387.62		<input checked="" type="checkbox"/>	06/01/2005
Deposit	05/17/2003	UTU	\$387.62		<input checked="" type="checkbox"/>	06/01/2005
Deposit	05/17/2003	CSX	\$5,387.16		<input checked="" type="checkbox"/>	06/01/2005
Deposit	01/03/2005	CSX	\$5,564.66		<input checked="" type="checkbox"/>	04/29/2005
1201	01/10/2005	VFW		\$35.00	<input checked="" type="checkbox"/>	01/31/2005
1203	01/10/2005	VOGEL EDWARD F		\$189.71	<input checked="" type="checkbox"/>	01/31/2005
1204	01/10/2005	PELTOLA LOUIS V		\$183.20	<input checked="" type="checkbox"/>	01/31/2005
1205	01/10/2005	KERNAN DENNIS J		\$106.76	<input checked="" type="checkbox"/>	01/31/2005
4333	01/10/2005	ABBOTTE JR SAM		\$24.95	<input checked="" type="checkbox"/>	02/28/2005
1206	01/15/2005	POSTMASTER		\$64.00	<input checked="" type="checkbox"/>	02/28/2005
Deposit	01/15/2005	UTU	\$387.62		<input checked="" type="checkbox"/>	01/31/2005
1207	01/20/2005	UTU		\$4,569.73	<input checked="" type="checkbox"/>	01/31/2005
1208	01/20/2005	TPEL		\$161.16	<input checked="" type="checkbox"/>	01/31/2005
Deposit	01/31/2005	YOUR BANK	\$5.46		<input checked="" type="checkbox"/>	01/31/2005
1209	01/31/2005	CT-1 Tax		\$48.46	<input checked="" type="checkbox"/>	02/28/2005
1209	01/31/2005	CT-1 Tax		\$80.76	<input checked="" type="checkbox"/>	02/28/2005
1209	01/31/2005	CT-1 Tax		\$88.83	<input checked="" type="checkbox"/>	02/28/2005
BC-01	01/31/2005	YOUR BANK		\$13.20	<input checked="" type="checkbox"/>	01/31/2005
Deposit	02/02/2005	CSX	\$5,476.66		<input checked="" type="checkbox"/>	04/29/2005
1210	02/08/2005	VFW		\$35.00	<input checked="" type="checkbox"/>	02/28/2005
1211	02/08/2005	ABBOTTE JR SAM		\$24.95	<input checked="" type="checkbox"/>	06/01/2005
1212	02/08/2005	VOGEL EDWARD F		\$189.83	<input checked="" type="checkbox"/>	02/28/2005

Uncheck All OutStanding Items WinStabs Cleared Amount \$21,191.21

Print Outstanding List

By clicking [**Disbursements>Bank Activities>Print Outstanding List**] a report of all check that have not cleared the bank can be printed. Print a copy of this form at the end of the year and include it as an attachment with the Treasurer's Annual Report to verify you outstanding check list that is shown on the Annual Report.

Overview of Local Account

A good way to make sure your books are in order is the Overview of Local Accounts form. If both totals at the bottom agree, your books are in balance. This Report has been enhanced for WinStabs. This form can also be used as a quick reference to see your account balances such as Local fund balance and Committee balances. Finally, the form displays unassigned liabilities, which gives a good idea of exactly how much money you really have in your accounts.

Current Account Status of Local 9999			
Beginning Checkbook Balance	\$20,518.18	Local Fund Balance	\$8,923.70
		Unassigned Liabilities	\$50.10
YTD Cash Receipts	\$29,481.72	LCA Balances	
YTD Cash Disbursements	\$29,192.59	444A	CONDUCTOR \$10,296.82
		444B	ENGINEMEN \$1,536.69
Checkbook Balance	\$20,807.31		
Undeposited Receipts	\$0.00		
Total Assets	\$20,807.31	Total Liabilities	\$20,807.31
Bank Statement Balance	\$21,191.21		
		Preview	Close

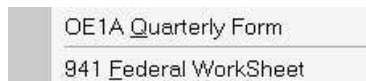
This concludes Disbursements Chapter 5.

Chapter 6: Minutes Quarterly and Annual Reports

In WinStabs, this portion has been expanded, Minutes have been added. Also because of changes in the LM-2 Reporting Criteria, the LM-2 Worksheet has been overhauled.

Quarterly Reports

Clicking on [**Minutes/Quarterly/Annual Reports**> **Quarterly**] displays the below menu.



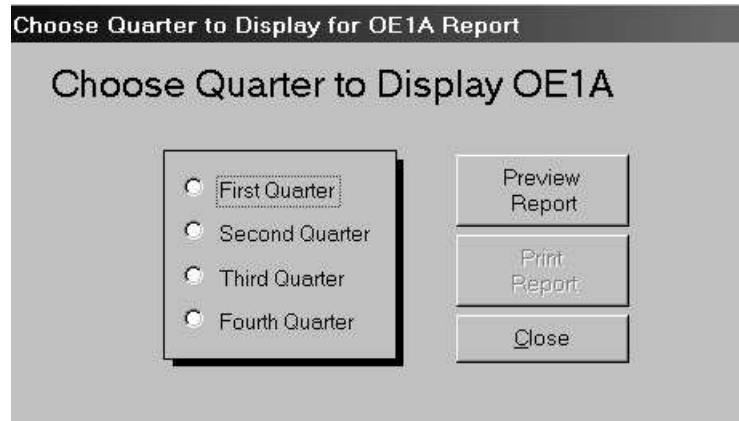
Notice the words **FORM** and **WORKSHEET**. The difference between these is a Form can be printed and submitted as is. A **Worksheet** is a utility report that assists you in completing the Required **Form**. Examples of FORMS, IRS or State forms downloaded from the Internet.

A **FORM** in WinStabs would be the OE1a Quarterly, which you print and return to the UTU for processing for Railroad Retirement Credits. An example of a WORKSHEET would be the annual Form 990 Worksheet that cannot be submitted, but assists you in completing the IRS FORM.

OE1-A Quarterly Form

Clicking on [Minutes/Quarterly/Annual Reports> Quarterly>OE1a Quarterly Form] Quarterly Form causes you to be prompted for the quarter. Click the mouse on First, Second, Third, or Fourth Quarter. WinStabs produces this report in the pre-designed format it needs to be in. If you want detailed information on how to fill out an OE-1A manually, contact the tax department at the International for instructions.

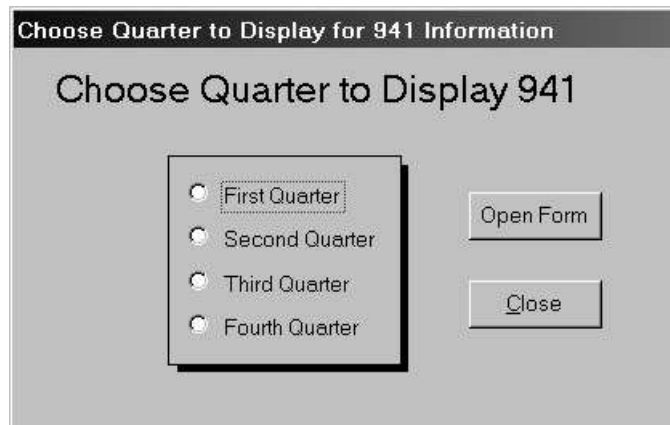
The report can be viewed before printing or you can simply print the Form. Submit this form for processing to the UTU International Office.



The screenshot shows a dialog box titled "Choose Quarter to Display for OE1A Report". The main heading inside is "Choose Quarter to Display OE1A". On the left, there is a list of four radio buttons: "First Quarter", "Second Quarter", "Third Quarter", and "Fourth Quarter". The "First Quarter" option is selected. On the right side, there are three buttons: "Preview Report", "Print Report", and "Close".

941 Federal Worksheet

Clicking on [Minutes/Quarterly/Annual Reports> Quarterly>941 Federal WorkSheet] causes WinStabs to prompt the user causes you to be prompted for the quarter. Click on First, Second, Third, or Fourth Quarter, that you wish to view.



The screenshot shows a dialog box titled "Choose Quarter to Display for 941 Information". The main heading inside is "Choose Quarter to Display 941". On the left, there is a list of four radio buttons: "First Quarter", "Second Quarter", "Third Quarter", and "Fourth Quarter". The "First Quarter" option is selected. On the right side, there are two buttons: "Open Form" and "Close".

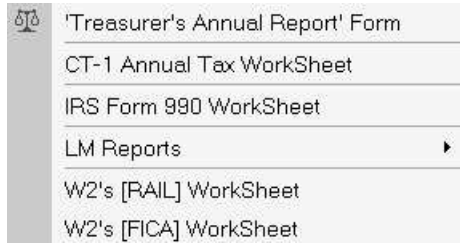
A form is displayed called Federal and FICA Tax liabilities (below). The entire form is completed for you. If you have **NOT** paid the locals Federal or FICA tax liability for the quarter, the amount the local owes will display in the Due IRS field.

Finally, if you're off a few cents because of the FICA calculations, you can enter an adjustment if necessary, and then click the Print 941 WorkSheet button. You may print this report by clicking the button with the picture of a printer on it, or by clicking the Close button to return to the menu.

For more detailed information, refer to your 941 Instructions from the IRS or call the International Tax department for more information.

Federal & Fica Tax liability(s) for 941 Quarterly Federal Tax Return							
Quarter Ending	September 30th		Fica Tax calculations				
Total Employees - 1st Qrt (March 12)			6a.	\$0.00	0.124	Total 6a	\$0.00
Total of Gross Wages	\$1,400.00		7a.	\$0.00	0.029	Total 7a	\$0.00
Total Federal Tax withheld this Quarter	\$180.00		Refund		\$100.00		
Total Fica Wages	\$0.00		Due IRS		\$0.00		
Total Tax Paid in Quarter	\$280.00		FICA Adjustment				
Total Tax liability for the Quarter	\$180.00		Print 941 Worksheet				
Mth of Qrt	Fica Earnings	Total Earnings	Fed Tax Withheld	Fica Tax Withheld	Tax Payments		
9	\$0.00	\$1,400.00	\$180.00	\$0.00	180.00		

Year End Reports



Treasurer's Annual Report

Clicking on [Minutes/Quarterly/Annual Reports>Annual Reports>Treasurer's Annual Report Form] displays the following screen.

The TAR form has (5) tabs. Most of the information is displayed based on how you entered your Receipts and disbursements for the year. The Receipts tab displays all money received by the local. The Disbursements tab displays all money disbursed by the local. The Investments tab allows for any savings account or other investment accounts not tracked through your local fund. The Exam & Audit tab reconciles the TAR report to the Bank Statement and ties up any possible loose ends regarding cash or checks held or in the process of being deposited. The Local Committee Balances & Local Dues tab displays the current LCA balances for the local and the assessment amount(s) and salaries per month of officers of the local.

TREASURER'S ANNUAL REPORT		United Transportation Union	
City	CLEVELAND	Local Number	9999
State or Province	OHIO	Report for Period Ending	12/31/03
(A)	CHECKBOOK BALANCE -- FROM LAST REPORT		\$20,699.56
LEDGER RECEIPTS -- THIS PERIOD			
	RECEIVED FROM MEMBERS	COLUMN 1	\$42,550.73
	RECEIVED FROM OTHER SOURCES	COLUMN 2	\$0.00
(B)	TOTAL RECEIPTS -- THIS PERIOD	COLUMN 3	\$42,550.73
(C)	CHECKBOOK BALANCE (A) + TOTAL RECEIPTS (B)	TOTAL CASH	\$63,250.29

Print

Clicking the Print button in the lower right corner on any tab displays the Treasurer's Annual Report for your review. You may print this report by clicking the button with the picture of a printer on it, or clicking the X in the upper right-hand corner of the form to close.

Remember that this is a FORM and THE INTERNATIONAL ACCEPTS THIS REPORT.

CT-1 Annual Worksheet

Clicking on [Minutes/Quarterly/Annual Reports>Annual Reports>>CT-1 Annual Worksheet] the following form is displayed:

Adjustments for fractions of cents can be made upon entering the preview mode. WinStabs will prompt you to enter the amount before it previews the CT1 report. You may print this report by clicking the button with the picture of a printer on it, or clicking the Close button to return to the menu. All the information is totaled based on the wages paid throughout the year.

This is a WORKSHEET, and the information must be transferred to the proper FORM.

2003 CT-1 Employer's Annual Railroad Retirement Tax WORKSHEET

1	Tier I Employer Tax-Compensation (other than tips and sick pay) paid in	4,230.00 X 0.062	1	262.26
2	Tier I Employer Medicare Tax-Compensation (other than tips and sick pay) paid in	4,230.00 X 0.0145	2	61.34
3	Tier II Employer Tax-Compensation (other than tips) paid in	4,230.00 X 0.142	3	600.66
4	Tier I Employee Tax-Compensation (other than sick pay) paid in	4,230.00 X 0.062	4	262.26
5	Tier I Employee Medicare Tax-Compensation (other than sick pay) paid in	4,230.00 X 0.0145	5	61.34
6	Tier II Employee Tax-Compensation (for tips, see instructions) paid in	4,230.00 X 0.049	6	207.27
7	Tier I Employer Tax-sick pay paid in	.X 0.062	7	0.00
8	Tier I Employer Medicare Tax-sick pay paid in	.X 0.0145	8	0.00
9	Tier I Employee Tax-sick pay paid in	.X 0.062	9	0.00
10	Tier I Employee Medicare Tax-sick pay paid in	.X 0.0145	10	0.00
11	Total tax based on compensation (add lines 1 through 10)		11	1,455.13
12	Adjustments to employer and employee railroad retirement taxes based on compensation (see instructions for format of statement to be attached)		12	0.00
	Sick Pay +/-	Fractions of cents +/-		0.00
	Other +/-			
13	Adjusted total of employer and employee railroad retirement taxes based on compensation (line 11 adjusted by line 12)		13	1,455.13
14	Total railroad retirement tax deposits for the year, including overpayment applied from prior year from your records		14	1,205.49
15	Balance due (subtract line 14 from line 13). Pay to the Internal Revenue Service (see instructions)		15	249.64
16	Overpayment. If line 14 is more than line 13, enter overpayment here			0.00
	Check if you want <input type="checkbox"/> Applied to next return OR <input type="checkbox"/> Refunded			

All filers: If line 14 is less than \$2,500, do not complete Part II, OR Form 945-A.
 Semiweekly schedule depositors: Complete Form 945-A and see that Part II instructions on the back of this form.
 Monthly schedule depositors: Complete Part II.

990 - Adjusted Gross Receipts Worksheet

Clicking on [Minutes/Quarterly/Annual Reports>Annual Reports>>IRS Form 990 Worksheet] the following form is displayed:

Adjusted Gross Receipts for IRS Form 990			
Note: If you have Savings Account Interest for the year you must enter below. (Part C)			
Beginning Savings/Invest. Balances	A) Receipts received from members (payroll deductions & direct payments)		42,551
<input type="text" value="0"/>	B) Interest received from Checking Account		0
	C) Interest received from other accounts (Savings, etc.)	<input type="text" value="0"/>	0
	D) Miscellaneous receipts (Donations, etc.)		0
	Total Receipts		42,551
Ending Savings/Invest. Balances	All monies submitted to the International (Ins., TB, JB, Dues & Assessments)	Local Disbursements	15,413
<input type="text" value="0"/>		Int'l Disbursements	38,533
The Total Disbursements amount does not include amounts paid to the International for Bonds or Supplies			
Filing Status for Local	9999	Form 990 Exempted	
Adjusted Gross Receipts	4,018	<input type="button" value="990 - EZ"/>	<input type="button" value="990 - LONG"/>
List of Local Officers for Return (Both Form 990 and 990-EZ)		<input type="button" value="Attachment"/>	

The program displays the above worksheet and gathers most of the information needed from your records. The only entries required are the beginning and ending balances and interest received on any other accounts the local may have, such as a savings account.

The program selects the form that you should file automatically. If the short form is recommended, the long form can be filed, although it is not necessary. However, you can not file the short form if the long form is recommended.

When you click the appropriate button, the form is displayed for your review. You can print it by selecting the Printer button, or return to the form entry screen by selecting the Close button. For detailed information refer to your instructional booklet provided by the IRS.

Notice that an attachment can be printed of Local Officers, which you can use as a FORM, for the 990, as an Attachment to the form. However all other reports printed are WORKSHEETS, with the information to be transferred to the proper IRS form.

LABOR MANAGEMENT WORKSHEETS

The LM has been given a separate sub menu.

LM-3 Department of Labor WorkSheet
LM-2 Department of Labor WorkSheet Correct LM-2 Schedules [Wage & Other Disb.]
LM-2 Worksheet [Old Style]

The Labor Management (LM) worksheets could be very cumbersome and complicated to complete correctly. The WinStabs program has done most of this work for you.

The Department of Labor has revised LM-2 for 2005, to be filed by the end of March, 2006. WinStabs had to be revised also to track the new categories in the LM-2.

Choose the LM-2 if your total receipts equal or over \$250,000. If receipts are under \$250,000, choose the LM-3.

LM - 2 Worksheet

Clicking on [Clicking on [Minutes/Quarterly/Annual Reports>Annual Reports>LM Reports> LM-2 Department of Labor Worksheet WorkSheet] the following form is displayed:

LM -2 LABOR MANAGEMENT ANNUAL REPORT (Annual Receipts greater than \$250,000)						
Statement A - Total Assets and Liabilities		Statement B - Receipts		Statement B - Disbursements		Detail Summary
Reports						
ASSETS	Start of Report Period (A)	End of Report Period (B)	LIABILITIES	Start of Report Period (C)	End of Report Period (D)	
Item			Item			
22. Cash	20,700	10,095	30. Accounts Payable	0	0	
23. Other Assets	0	0	31. Loans Payable (8)	0	0	
24. Loans Receivable (1)	0	0	32. Mortgages Payable	0	0	
25. U.S. Treasury Securities	0	0	33. Other Liabilities (4)	0	0	
26. Investments (2)	0	0	34. TOTAL LIABILITIES	0	0	
27. Fixed Assets (5)	0	0				
28. Other Assets (3)	0	0				
29. TOTAL ASSETS	20,700	10,095	35. NET ASSETS	20,700	10,095	
			(Item 29 less Item 34)			

Note: If any of lines 24-28 apply to your Local you must enter the applicable amounts

Note: If any of lines 30-33 apply to your Local you must enter the applicable amounts

Print LM-2 WorkSheet

Upon entry to the worksheet you are prompted to enter the beginning and ending balances of any account(s) that are not tracked by WinStabs, for example, Savings or Investment accounts. Follow the instruction prompts. At the Top of the form are 5 buttons. A new button was added called Detailed Summary. At the bottom left hand corner of each page is a PRINT LM-2 WORKSHEET button.

As explained in the Basic Concepts section, you can edit the fields that have a white background. Mostly these fields are default to 0.00, because this information is not tracked by WinStabs. While is possible for some locals to have these kinds of figures to enter, it is unlikely. If, however, you do have them, you should have them readily available. Remember that if you take out a value, replace it with a value or 0.00. Never leave a field blank or NULL, if it has a number in it.

The Reports tab offers detailed reports on certain receipt & disbursement items. The above form displays what schedules are available. Clicking the Print LM-2 Worksheet button, displays the LM-2 Worksheet as it would be printed. You may print it by selecting the printer button, or return to the form by clicking the Close button.

The new button, Detail Summary, breaks down disbursements by the required schedules. These schedules are either assigned by the user in Wage Payment or by WinStabs everywhere else. An LM Maintenance feature is added, that will allow the user to edit and change schedule numbers for disbursements which have been assigned by WinStabs. Click on the PRINT Detail Summary Button on the Reports page to print out information for all disbursements over \$ 5,000 (excluding UTU Billing).

LM -2 LABOR MANAGEMENT ANNUAL REPORT (Annual Receipts greater than \$250,000)	
Statement A - Total Assets and Liabilities	
Statement B - Receipts	
Statement B - Disbursements	
Detail Summary	
Reports	
Schedule 15 Representational Activities	
Payee Itemized	0
Payee Non-Itemized	2712
To Officers	337
To Employees	1644
Other Disbursements	731
Total Schedule 15	2712
Schedule 17 Contributions Gifts Grants	
Payee Itemized	6250
Payee Non-Itemized	1091
To Officers	714
To Employees	0
Other Disbursements	6627
Total Schedule 17	7341
Schedule 19 Union Administration	
Payee Itemized	0
Payee Non-Itemized	2773
To Officers	416
To Employees	0
Other Disbursements	2358
Total Schedule 19	2773
Schedule 16 Political & Lobbying	
Payee Itemized	0
Payee Non-Itemized	270
To Officers	270
To Employees	0
Other Disbursements	576
Total Schedule 16	846
Schedule 18 General Overhead	
Payee Itemized	0
Payee Non-Itemized	286
To Officers	0
To Employees	0
Other Disbursements	286
Total Schedule 18	286
Print LM-2 WorkSheet	

Click on the REPORTS button at the top to get a list of printed attachments for your report. When printing out the LM-2 Worksheet, print out all report on the REPORTS page to keep with your records.

For more detailed information refer to your instructions provided by the Department of Labor.

The next page explains the maintenance feature for the LM-2 Detail Schedules as shown on this page.

Correct LM - 2 Schedules [Wage & Other Disbursements]

This is a maintenance feature for the LM-2. This form will allow you to change or correct any schedule errors you may have made, or that you wish to change the schedule referred automatically by WinStabs. Use the dropdown box on the far right field. It is the only field active for edit.

frmLM2Codes : Form				
CheckNo	Payee	Memo	Amount	Code
4402	BEST BUY	NEW COMPUTER FOR S&T	\$2,104.70	UNION ADMINISTRATION
4407	KELSO WILLIAM S	ADJUSTMENT	\$363.40	REPRESENTATION
4408	RAILROAD RANDY R		\$713.82	CONTRIBUTIONS
4413	ALL TELL	LC CELL FOR JAN 2003	\$117.80	UNION ADMINISTRATION
4414	NEWTON CELL	LC CELL PHONE FOR FEB 2003	\$53.10	GENERAL OVERHEAD
4415	TODD GLAZE	REFUND FOR INSURANCE	\$47.67	GENERAL OVERHEAD
4416	BOB BELL	FLASHLIGHTS FOR MEMBERS 009	\$118.14	GENERAL OVERHEAD
4419	KELSO WILLIAM S	APRIL WAGE PAYMENT	\$74.63	REPRESENTATION
4420	ALL TELL	UP LC CELL PHONE BILL	\$171.71	POLITICAL ACTIVITIES
4423	KELSO WILLIAM S	MAY / JUNE WAGE PAYMENT / EXPENSES	\$378.38	UNION ADMINISTRATION
4424	TODD GLAZE	REFUND JUNE INSURANCE	\$47.50	GENERAL OVERHEAD
4425	RAILROAD RANDY R		\$348.90	CONTRIBUTIONS
4428	POST OFFICE	P.O. BOX PAYMENT	\$48.00	FINES
4480	ALLISON J S	SEPTEMBER WAGE PAYMENT	\$87.45	UNION ADMINISTRATION
				REPRESENTATION

Here's the Example Form. Click on the X at the top right hand corner to exit when finished.

frmLM2Codes : Form				
CheckNo	Payee	Memo	Amount	Code
4402	BEST BUY	NEW COMPUTER FOR S&T	\$2,104.70	UNION ADMINISTRATION
4407	KELSO WILLIAM S	ADJUSTMENT	\$363.40	REPRESENTATION
4408	RAILROAD RANDY R		\$713.82	CONTRIBUTIONS
4413	ALL TELL	LC CELL FOR JAN 2003	\$117.80	UNION ADMINISTRATION
4414	NEWTON CELL	LC CELL PHONE FOR FEB 2003	\$53.10	GENERAL OVERHEAD
4415	TODD GLAZE	REFUND FOR INSURANCE	\$47.67	GENERAL OVERHEAD
4416	BOB BELL	FLASHLIGHTS FOR MEMBERS 009	\$118.14	GENERAL OVERHEAD
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4420	ALL TELL	UP LC CELL PHONE BILL	\$171.71	REPRESENTATION
4423	KELSO WILLIAM S	MAY / JUNE WAGE PAYMENT / EXPENSES	\$378.38	REPRESENTATION
4424	TODD GLAZE	REFUND JUNE INSURANCE	\$47.50	GENERAL OVERHEAD
4425	RAILROAD RANDY R		\$348.90	UNION ADMINISTRATION
4428	POST OFFICE	P.O. BOX PAYMENT	\$48.00	UNION ADMINISTRATION
4480	ALLISON J S	SEPTEMBER WAGE PAYMENT	\$87.45	REPRESENTATION
4481	GLAZE TODD J	SEPTEMBER WAGE PAYMENT	\$87.45	REPRESENTATION
4482	KELSO WILLIAM S	SEPTEMBER WAGE PAYMENT	\$134.90	REPRESENTATION
4484	RAILROAD RANDY R	SEPTEMBER WAGE PAYMENT	\$337.25	REPRESENTATION
4485	ALLISON J S	SEPTEMBER WAGE PAYMENT	\$295.35	REPRESENTATION
4487	RAILROAD RANDY R	SEPTEMBER WAGE PAYMENT	\$134.90	REPRESENTATION
5000	RAILROAD RANDY R	OCTOBER WAGE PAYMENT	\$269.80	POLITICAL ACTIVITIES
5758	RAILROAD RANDY R	OCTOBER WAGE PAYMENT	\$67.45	UNION ADMINISTRATION
7001	YMCA	FOR LITTLE LEAGUE BASEBALL SPONSORSHIP - JEF	\$77.00	CONTRIBUTIONS
7998	YMCA	DONATION TO THE BUILDING FUND	\$6,250.00	CONTRIBUTIONS
8088	YMCA BASEBALL	AGE 12 TEAM IN WORLD SERIES	\$300.00	CONTRIBUTIONS
9000	RAILROAD RANDY R	OCTOBER WAGE PAYMENT	\$134.90	UNION ADMINISTRATION
9999	NOYES SA	REFUND SEPTEMBER DUES	\$20.00	GENERAL OVERHEAD

LM-3 Worksheet

The LM-3 is for locals with Total Receipts of less than \$250,000. This report HAS NOT changed from past LM-3 reports.

Click on [Minutes/Quarterly/Annual Reports>Annual Reports>LM Reports> LM-32 Department of Labor Worksheet WorkSheet] to bring up the LM-3 WorkSheet.

Upon entry to the worksheet you are prompted to enter the beginning and ending balances which are then included on the worksheet. Follow the instruction in the prompt message boxes.

☰ **LM -3 LABOR MANAGEMENT ANNUAL REPORT (Annual Receipts less than \$250,000)** ✕

Officer Disbursements (Item 24)
Statement A - Assets and Liabilities
Statement B - Receipts and Disbursements

Item 24. All Officers and Disbursements to Officers

Name (A)	Title (B)	Gross Salary (D)	Allowances (D)	Total (F)
BLOCHER DAVID A	President	0	0	0
RAILROAD RANDY R	Treasurer	2,600	147	2,747
COBLE STEVEN L	Trustee	0	0	0
GORDON JR STANLEY E	Trustee	0	0	0
LLOYD MIKE W	Trustee	0	0	0

Gross Salaries & Expenses		2,747	
(j) Less Deductions		875	
(j) Net Disbursements		1,872	24 Enter the Total from Line (j) in Item 45

Print LM-3
Worksheet

There are no entries to be made on the Officer Disbursements Tab of the LM-3. It is a recap of the salary and disbursements paid to the officers of the local. Clicking the button next to the total at the bottom of the form displays Schedule 9 – disbursements to officers. This may be printed for the record. Clicking the LM3 Worksheet button prints a recap of the following screen print.

LM -3 LABOR MANAGEMENT ANNUAL REPORT (Annual Receipts less than \$250,000)					
Officer Disbursements (Item 24)		Statement A - Assets and Liabilities		Statement B - Receipts and Disbursements	
ASSETS	Start of Report Period (A)	End of Report Period (B)	LIABILITIES	Start of Report Period (C)	End of Report Period (D)
Item			Item		
25. Cash	20,700	9,307	32. Accounts Payable	0	0
26. Loans Receivable	0	0	33. Loans Payable	0	0
27. U.S. Treasury Securities	0	0	34. Mortgages Payable	0	0
28. Investments	0	0	35. Other Liabilities	0	0
29. Fixed Assets	0	0	36. TOTAL LIABILITIES	0	0
30. Other Assets	0	0	37. NET ASSETS	20,700	9,307
31. TOTAL ASSETS	20,700	9,307	(Item 31 less Item 36)		

Note: If any of lines 26-30 apply to your Local you must enter the applicable amounts

Note: If any of lines 32-35 apply to your Local you must enter the applicable amounts

[Print LM-3 WorkSheet](#)

This screen exposes the Assets and Liabilities of the LM-3 form. Enter any information not tracked by the WinStabs program. While it is possible for some locals to have these kinds of figures to enter, it is unlikely. If, however, you do have them, you should have the totals readily available. You need to enter the beginning and ending figures for each of the white fields that are applicable to your local.

The screen below shows the Receipts and Disbursements Tab displayed on the LM-3 form. The white fields are the only fields where an entry can be made. All of the other fields are totaled based on the information you enter into WinStabs during the year. Once you fill in any fields appropriate to your local, you're finished.

Item	CASH RECEIPTS	AMOUNT	Item	CASH DISBURSEMENTS	AMOUNT
38. Dues		37,754	45. To Officers (from Item 24)		1,737
39. Per Capita Tax		0	46. To Employees (- deductions)	46	1,556
40. Fees, Fines, Assessments & Work Permits		0	47. Per Capita Tax		33,851
41. Interest & Dividends (Interest from Savings or Investments)		0	48. Office & Administrative	48	3,966
42. Sale of Investments & Fixed Assets		0	49. Professional Fees		0
43. Other Receipts	43	4,797	50. Benefits		0
44. TOTAL RECEIPTS		42,551	51. Contributions, Gifts & Grants		6,627
If total receipts reported in Item 44 are \$200,000 or more, your organization must file Form LM-2 instead of this form.			52. Purchase of Invest & Fixed Assets		0
			53. Loans Made		0
			54. Other Disbursements	54	6,207
			55. TOTAL DISBURSEMENTS		53,944

Print LM-3 WorkSheet

The buttons next to Line 43, Line 46, Line 48 and Line 54 expose the detail schedule for that item. These may be printed. Print these forms out as attachments to YOUR records of preparing the LM-3 report. Do Not attach these reports to your completed LM-3 FORM.

The Figures are rounded up or down to whole dollars, as required by the report. You may have to make a slight adjustment up or down a dollar to make the Mathematics come out correctly, and this is acceptable.

W2 Wage and Tax Statement (RAIL)

Click on [**Minutes/Quarterly/Annual Reports>Annual Reports> W-2's [Rail] Worksheet**] displays the W2 Statement for the first employee paid. Employees will be listed in alphabetical order by last name.

Use the VCR buttons as described in the Basic Concepts section of the Getting Started Chapter to view other employees. Click the Print W2 button to preview the W2 Statement or the Print All button to preview all your W-2's.

This report may be printed by clicking the button with the picture of a printer on it. Clicking the Close button returns the user to the menu.

This report is a WORKSHEET. You will need to transpose these figures onto the actual W2 statements to be submitted to the government.

W2 Wage and Tax Statement (FICA)

Click on [**Minutes/Quarterly/Annual Reports>Annual Reports> W-2's [FICA] Worksheet**] displays the W2 Statement for the first employee paid. Employees will be listed in alphabetical order by last name.

Use the VCR buttons as described in the Basic Concepts section of the Getting Started Chapter to view other employees. Click the Print W2 button to preview the W2 Statement or the Print All button to preview all your W-2's.

This report may be printed by clicking the button with the picture of a printer on it. Clicking the Close button returns the user to the menu.

This report is a WORKSHEET. You will need to transpose these figures onto the actual W2 statements to be submitted to the government.

Minutes



The Minutes section has been added back to WinStabs, in a different format, due to popular demand by Treasurers. It was originally placed in WinStabs but was taken out in WinStabs 2001.

Clicking on [**Minutes/Quarterly/Annual Reports**> **Minutes**>**Minutes Entry Form**] will bring to the screen the Minutes entry form. The form is shown below.

A screenshot of a software window titled 'frmMinutes : Form'. The window contains a 'Meeting Entry Form' with the following elements: 'Meeting Date' and 'Section' dropdown menus; a 'Detail Information' section with a large text area; three buttons on the left: 'Add New', 'Delete Record', and 'Close & Save'; a 'Paragraph Order' field with the value '1'; and a record navigation bar at the bottom showing 'Record: 1 of 1'.

Enter information, which will be grouped by Meeting Date first, then by Section Choice, finally it will be sorted by Paragraph order. After entering Date, Section, enter the Detail Information. This is a free form field and can be as long as you want, but the best way to enter information is by paragraphs, and to order it by the Paragraph Number.

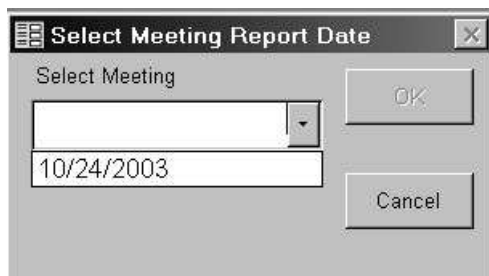
Enter the date of the meeting, a drop down Section list which is listed in suggested chronological order.

The screenshot shows a software window titled "frmMinutes : Form" with a main heading "Meeting Entry Form". On the left side, there are several controls: a "Meeting Date" dropdown menu set to "10/24/2003", a "Section" dropdown menu, three buttons labeled "Add New", "Delete Record", and "Close & Save", a "Paragraph Order [Paragraphs Under" label, and a "Record:" field with navigation arrows. The main area on the right is a list of meeting sections in chronological order: OPEN MEETING, ROLL CALL OF OFFICERS, OTHER [MISCELLANEOUS], VISITING MEMBERS, READING OF THE MINUTES, ADMISSION OF NEW MEMBERS, TREASURER'S REPORT, REPORT OF LOCAL OFFICERS, REPORT OF COMMITTEE PERSONS, COMMUNICATIONS, OLD BUSINESS, NEW BUSINESS, BILLS OF ALLOWANCE, NOMINATIONS OF OFFICERS, NOMINATIONS OF COMMITTEE PERSONS, ELECTION AND INSTALLATION, SAFETY FIRST, WAYS AND MEANS TO IMPROVE THE UTU, and CLOSING.

Under Detail Information, list your minute detail. If you're entering more than one detail under a section, place a number in the paragraph order box. Click on Add new to save the record and enter a new meeting detail. If this is the last entry for the meeting, click on Close & Save.

If you are editing the information, and you wish to delete a record, click on the Delete Record to erase an entry. Navigation throughout your minutes can be accomplished at the bottom through the VCR left and right buttons.

After entering your information with the minutes entry form, you can print up this report by clicking [Minutes/Quarterly/Annual Reports> Minutes>Minutes Report]. Choose the date of the meeting you wish to print.



Here's is a sample of the Minutes Report for 04/28/2004.

LOCAL 9999 MEETING MINUTES OF APRIL 28, 2004
CHARTER CITY : ANY CITY OHIO

OPEN MEETING

I MEETING OPEN BY PRESIDENT MAXWELL AT 9:00 AM AT THE VFW IN CHEYENNE WY.

ROLL CALL OF OFFICERS

I ALL OFFICERS PRESENT EXCEPT FOR TRUSTEE JOHN FINK

VISITING MEMBERS

I ROGER SPARKS, LOCAL 1943 FIELD SUPERVISOR VISITING OUR LOCAL

READING OF THE MINUTES

I MINUTES OF THE PAST MEETING 3/21/2004 WERE READ BY SECRETARY JONES, AND ON A MOTION BY BROTHER JOHNSON, THE MINUTES WERE APPROVED AS READ.

ADMISSION OF NEW MEMBERS

I TWO NEW MEMBERS WERE ADDED, BROTHER MCCREARY AND BROTHER GRAVES.

TREASURER'S REPORT

I BROTHER ROBERT BRANTLEY PRESENTED THIS MONTH'S TREASURER'S REPORT.

BROTHER BRANTLEY EXPLAINED THE WINSTABS REPORT, ABOUT TRANSFERRING MONEY FROM LOCAL 1243 FOR NEWLY TRANSFERRED MEMBERS.

GENERAL DISCUSSION FOLLOWS.

REPORT OF LOCAL OFFICERS

I PRESIDENT MAXWELL PRESENTED A REPORT CONCERNING THE REGION MEETINGS IN RENO AND BOSTON IN JUNE AND JULY.

This ends the chapter on Minutes, Quarterly Reports, and Annual Reports.

Chapter 7: How do I?

This is a quick reference chapter for each of the major activities of the Local Treasurer. It is divided into Monthly, Quarterly, and Annual tasks. You can use it as a checklist or quick reference for these tasks. Here you will find a step by step procedure without much detail. A more detailed description may be found in the chapter covering that topic.

Monthly Activities

Monthly activities, as the name implies, are those activities that should take place each month. Some quarterly or even annual activities can also take place monthly such as printing dues receipts for members or paying taxes.

Post Monthly Dues to Member Records

1. Click [**Member Records>Dues Posting>Post Monthly Dues**]
2. Select or enter the month you wish to Post
3. Enter the year. (Defaults to current year)
4. Enter the carrier abbreviation located from the Pay field of the Member Record, i.e. CSX.
5. Dues will be posted for every Active member meeting the above criteria.
6. Click OK to complete the Dues Posting.

Posting Carrier check to Receipts

1. Click [**Receipts>Enter /View**]
2. On the receipts form click the “Add new” button to create a new record.
3. Enter the Check Number, Date, and income type as Member Dues and carrier name as payer, finally an amount.
4. Click the Close button to exit the form.

Deposit Check off Check

If you have other receipts, you can make them while you're in the receipt form in the above procedure, then proceed to step 4 of this procedure.

1. Click [**Receipts>Make Deposit(s)**]
2. Check the receipts that you want to include in this deposit.
3. Enter the Deposit Ticket No., and Deposit Date.
4. To complete the Deposit, click the Deposit button.

Make a Salary and Expense Payment (Rail Locals)

1. Click [Disbursements>Wage & Expense>Enter/View Rail]
2. Select Enter payment.
3. On the Payroll form fill in the requested information being careful to select the member to be paid from the member drop down, select the fund, and enter the salary or lost time.
4. Click the Expense tab and enter any applicable expenses or mileage reimbursements.
5. Click the Post button to post the wage payment, otherwise click the Cancel button to abandon the wage payment without saving.

Make Vendor Payments

1. Click [Disbursements>Enter New/View Other Disbursements]
2. Enter the requested information on the Disbursement form. Notice that the purpose causes you to be taken to the appropriate amount field for this purpose.
3. If you have another entry, click the Add Record button and enter the next record. When you are finished click the Close button to exit the form.

Balance Checkbook

1. Click [Disbursements>Reports>Checkbook Balance - YTD] (Every transaction from your checkbook is listed)
2. Click [Disbursements>Bank Activity>Reconcile Bank Statement] Enter the Final Bank Balance from Bank Statement
3. Check off each item that has cleared the bank. A running cleared balance is shown at the bottom of the screen to advise you when you are in balance in the computer with the bank statement.

Make Tax Deposits

1. Click [Disbursements>Assign Taxes]
2. Click the tax you want to pay.
3. The form will present any outstanding liabilities incurred during payment of wages to members. Click the assign button to select each record that you want to pay, and then enter the check number and date of the check at the bottom of the form. The deposit will be totaled at the bottom of the form. This figure will be the amount for the deposit check.
4. Enter the Quarter the tax applies to. Select the Year of the Tax. An adjustment field is included to make any adjustments to your tax payment you need to make.
5. Click the Deposit button to complete the payment.

Request a Transfer

1. Click [Member Records>Transfers>Request a Transfer]
2. The Request a Transfer screen looks like the Transfer Request paper form. Select the Local Number to transfer to and hit [Enter]. The treasurer's name and address display. Type in the name of the transferring member, ID numbers, and the requested LCA you want the member to be placed in your local and your local number.
3. Click on the Print Preview button, and then click the button with the picture of the printer on it to print the request.

Make a Transfer (T-47)

1. Click [Member Records>Transfers>Make T47 Transfer]
2. On the T47 form select the member from the drop down, the rest of the information is filled in for you.
3. Select or enter the month the member is paid up to.
4. Enter or select the date the transfer is to be issued.
5. Enter the LCA the transferring local has requested.
6. Click on Print Transfer
7. The click on the button with the picture of the printer on it to print the request.

Quarterly Activities

Complete OE1-A

1. Click [Qrt/YTD Reports>Quarterly>OE1-Quarterly Form]
2. Click on the quarter you wish to print.
3. Click on Print Report to print or Preview Report then click Print 1 Copy Oe1a. Click on this button a second time for another copy.

Complete 941

1. Click [Qrt/YTD Reports>Quarterly>941 Federal Worksheet]
2. Click on the quarter you wish to print, then click on Open Form
3. A warning appears for CT-1 (Rail) Locals to check Box 8.
4. Enter the number of employees.
5. Enter any FICA adjustment if necessary.
6. Preview the report by clicking the Print 941 worksheet.
7. The click on the button with the picture of the printer on it to print the request.

Annual Activities

Issue Annual Dues Receipts to Members

While this can be done any time, it is often done as a year-end report for members.

1. Click [Member Records]>View All]
2. Click the Tools/Reports tab
3. Click on the Dues Receipt Filtered button.

Note: If you do not want to print a dues receipt for every member, use the filter functions on the Member Record to retrieve only the members you wish to print, for example, use the built-in active members filter to print dues receipts for active members only.

Print W-2's

The procedure is the same whether the employee is Rail or FICA:

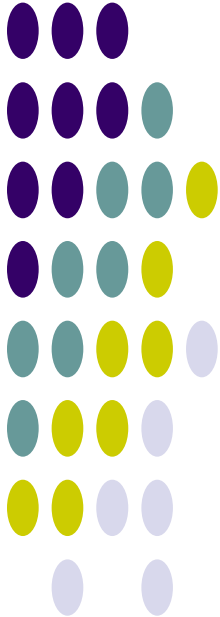
1. Click [Qrt/YTD Reports>Year End Reports>W2's [RAIL or FICA] Worksheet]
2. Locate the employee for which you want to print a W2 using the VCR buttons.
3. Click the Print W2 button to preview the report.
4. Print the report by clicking the button with the picture of a printer on it or click close or click on the Print All button to print all W-2's. Then click on the button with the picture of the printer on it to print.

Treasurer's Annual Report

1. Click [Minutes/Quarterly/Annual Reports>Annual Reports>Treasurer's Annual Report Form]
2. Review the information regarding your year to date Receipts and Disbursements.
3. Review and enter any adjustments to investments.
4. Click to the Exam & Audit tab to reconcile the Treasurer's Annual report to the Bank Statement and tie up any possible loose ends regarding cash or checks held or in the process of being deposited.
5. Click to the Local committee & Local Dues tab to complete the reporting requirements. Just fill in the requested information, which you should have readily available.
6. Click back to the Receipts tab and click the Print button preview the Treasurer's Annual Report.
7. Prints the Treasurer's Annual Report by clicking the button with the picture of a printer on it or click close to return to the form. Print two copies
8. Remember that this Treasurer's Annual Report Form replaces the form sent with the December Billing.

UTU Treasurer Check List

Monthly
Quarterly
Annually





January & February

- **January**

- Deposit Checks Received
- UTU Monthly Billing (Due January 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- **Previous Year's W-2's are Due by January 31st**
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)

- **February**

- Deposit Checks Received
- UTU Monthly Billing (Due February 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- **Annual CT-1 Due February 28th**
- **UTU Treasurer's Annual Report Due February 28th**
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)



March & April

- **March**

- Deposit Checks Received
- UTU Monthly Billing (Due March 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- **Department of Labor LM Report due March 31st**
- Reconcile Bank Statement when it arrives
- 1st Quarter OE1a send to UTU Cleveland
- 1st Quarter 941 Form due to IRS
- Backup Computer Data for Safe Storage (Use New Disk)

- **April**

- Deposit Checks Received
- UTU Monthly Billing (Due April 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)



May & June

- **May**

- Deposit Checks Received
- UTU Monthly Billing (Due May 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- **Form 990-990ez Due May 15th**
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)

- **June**

- Deposit Checks Received
- UTU Monthly Billing (Due June 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- 2nd Quarter OE1a send to UTU Cleveland
- 2nd Quarter 941 Form due to IRS
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)

July & August



- **July**

- Deposit Checks Received
- UTU Monthly Billing (Due July 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)

- **August**

- Deposit Checks Received
- UTU Monthly Billing (Due August 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)



September & October

- **September**

- Deposit Checks Received
- UTU Monthly Billing (Due September 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- Reconcile Bank Statement when it arrives
- 3rd Quarter OE1a send to UTU Cleveland
- 3rd Quarter 941 Form due to IRS
- Backup Computer Data for Safe Storage (Use New Disk)

- **October**

- Deposit Checks Received
- UTU Monthly Billing (Due October 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)



November & December

- **November**

- Deposit Checks Received
- UTU Monthly Billing (Due November 20th)
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- No Dues Refunds until January
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)

- **December**

- Deposit Checks Received
- UTU Monthly Billing (Due December 20th)
- Have a Cut-Off Date (December 20th)
 - Make No More Disbursements or Record Receipts until the New Year
 - No Dues Refund Disbursement in November or December
 - Stick to your Cut-Off Agenda
- Make Payroll Changes with the Carrier
- Pay Vendors-[Salary-Lost Time-Expenses]-Other Disbursements
- Pay Monthly CT-1 Tax to Bank – Internet – Phone
- Pay all Taxes before the end of the year
- 4th Quarter OE1a send to UTU Cleveland
- 4th Quarter 941 Form due to IRS
- Reconcile Bank Statement when it arrives
- Backup Computer Data for Safe Storage (Use New Disk)

UNITED TRANSPORTATION UNION
Request for
TRANSFER CERTIFICATE

11/22/2005

TO LOCAL SECRETARY/TREASURER

0002

JOHN R FINK
1234 ANYWHERE ST
KINGDOM COME CITY OH 11102
(555) 121-1111

DEAR SIR AND BROTHER:

Please furnish Transfer Certificate (Form T-47) in favor of

STEPHEN NOYES

IDs # **12345677**

ID #

222-22-2222

New LCA Code (Please Use this as the New LCA Code on T-47)

444A

who has been working under the jurisdiction of Local 9999

the required length of time, as specified in Article 47 of the UTU Constitution.

X _____

The Imprint below is the
official seal of this local.

Local
Seal

APPLE J BAKER, Treasurer Local 9999
P. O. BOX 411
ANY CITY OH 41085-0411
Phone (555) 123-4000
Mobile (555) 389-4532
Fax (939) 404-8932
Email - WinStabsSupport@utu.org



**T - 47 United Transportation Union
Transfer Certificate**

BRICKEY DAVID H	Phone	No Number Listed
110 ROUNDTOP	2nd Phone	No Number Listed
YOUR CITY OH 40011		
SSNo. 666-66-6666	Email	No Email Address
Employee ID	Date of Birth	05/07/1942
New LCA Code	177A	

He/She is a member of Local 9999 and has paid dues, assessments and insurance premiums, if any, as indicates by Local 9999 for the Billing month of September. Local 0002 should collect dues for the Billing month of October and thereafter.

This certificate is issued in accordance with Article 47 of the UTU Constitution for the purpose of transferring membership to Local 0002. The member is obliged to pay dues and assessments, effective the first day of the following month to the Local to whom he/she is transferred.

Dues paid in advance of month indicated are to be forwarded to Local into which member is transferring.

Total Paid in Advance: \$0.00
 Issue Date: 08/16/2005

X _____

APPLE J BAKER
 Treasurer Local 9999
 Phone (555) 123-4000
 Mobile (555) 389-4532
 Fax (939) 404-8932
 Email WinStabsSupport@utu.org

- Copy 1 - Local Requesting Transfer
- Copy 2 - GS&T in Cleveland
- Copy 3 - Member being Transferred
- Copy 4 - Local Copy

Dues information for **BRICKEY DAVID H**

Please place member with Local **0002** effective **October** in LCA **177A**

Insurance & TB	\$15.42	D/IPP:	\$6.00
International Dues:	\$21.00	GCA Code: 444	\$32.00
Legislative Assessments:	\$11.00	LCA Code: 444A	\$15.00
TPEL:	\$100.00	Local Dues:	\$11.00

Plan	Policy	Eff-Date	Premium	DB
DPP	041023	04/01/1972	\$6.00	<input type="checkbox"/>
606	197084	07/01/1975	\$1.00	<input type="checkbox"/>
606	197083	07/01/1975	\$1.08	<input type="checkbox"/>
604	313793	01/01/1977	\$2.50	<input type="checkbox"/>
902	539952	08/01/1989	\$5.84	<input type="checkbox"/>
804	610648	11/01/1998	\$2.50	<input type="checkbox"/>
804	612873	11/01/1998	\$2.50	<input type="checkbox"/>

UNITED TRANSPORTATION UNION MEMBER DUES RECEIPT TRANSFERRED MEMBER

BRICKEY DAVID H
 110 ROUNDTOP
 YOUR CITY OH 40011

LOCAL 9999

You Have been Transferred to Local 0002. Effective October. You will owe dues to the new Local. Please contact your New Treasurer if you have any questions concerning payment of your dues. Your New Local Committee will be 177A.

Local and Other (Operating Expenses for Local)	11.00			
Local Committee of Adjustment	15.00		LCA	444A
General Committee of Adjustment	32.00		GCA	444
State Legislative Board	11.00		Begin Balance	\$0.00
International (Operation of Int'l Headquarters)	21.00		(+) Member Rec'vd	\$1,785.72
Total Monthly Dues	90.00		(-) Dues Paid	\$540.00
Insurance Premiums (Life and Disability Insurance)	15.42		(-) UTU PAC Paid	\$600.00
UTU PAC (Contribution to UTU PAC Fund)	100.00		(-) Other	\$0.00
Discipline / Income Protection Program	6.00		(-) Ins-D/IPP	\$645.72
Total Due Each Month (Current Month Obligation)	211.42		(-) Refunds Paid	\$0.00
			Current Balance	\$0.00

* Payments listed are not deductible as charitable contributions for federal income tax purposes. Please see Applicable IRS Publications.

Plan	Policy	Eff-Date	Premium	DB	Month	Year	Due	Received	Additional	Refunded
DPP	041023	04/01/1972	\$6.00	<input type="checkbox"/>	JANUARY	2005	297.62	297.62	0.00	0.00
606	197084	07/01/1975	\$1.00	<input type="checkbox"/>	FEBRUARY	2005	297.62	297.62	0.00	0.00
606	197083	07/01/1975	\$1.08	<input type="checkbox"/>	MARCH	2005	297.62	297.62	0.00	0.00
604	313793	01/01/1977	\$2.50	<input type="checkbox"/>	APRIL	2005	297.62	297.62	0.00	0.00
902	539952	08/01/1989	\$5.84	<input type="checkbox"/>	MAY	2005	297.62	297.62	0.00	0.00
804	610648	11/01/1998	\$2.50	<input type="checkbox"/>	JUNE	2005	297.62	297.62	0.00	0.00
804	612873	11/01/1998	\$2.50	<input type="checkbox"/>	Totals		1,785.72	1,785.72	0.00	0.00

Old Treasurer Local 9999

Treasurer	APPLE J BAKER	Phone	(555) 123-4000
Address	P. O. BOX 411	Mobile	(555) 389-4532
City-State-Zip	ANY CITY OH 41085-0411	Email	WinStabsSupport@utu.org

New Treasurer Local 0002

Treasurer	JOHN R FINK	Phone	(555) 121-1111
Address	1234 ANYWHERE ST	Mobile	(555) 555-5555
City-State-Zip	KINGDOM COME CITY OH 11102	Email	WinStabsSupport@utu.org

LCA Listing for 444B In May 2005

Member	SS No	Employee ID	Amount	Note
¹ BOOTERBAUGH DONALD	309 87 3273		\$16.00	
² DEGG DANIEL P	365 42 0930		\$16.00	
<hr/>				
³ DIETRICH ROGER C	312 46 2437		\$16.00	
⁴ FENLON JUSTIN R	156 09 8312		\$0.00	E49
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⁵ HARLESS JR HERMAN E	363 50 4313		\$16.00	
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⁶ HARRISON JR WILLIE E	377 80 0909		\$14.00	
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⁷ KERNAN DENNIS J	377 72 1087		\$14.00	
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⁸ LABADIE GERALD M	374 70 5017		\$0.00	E49
⁹ SHERMAN AARON P	386 76 0984		\$14.00	
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¹⁰ VOGEL EDWARD F	000 00 0000		\$14.00	
Total Count = 10			\$120.00	

