

Start New Year 2011 for WinStabs

It is that time of year again. It is time to start thinking about closing out your books for 2010 and getting ready to start 2011. There are several things you need to do to facilitate a smooth end to 2010 and beginning of 2011.

1. Establish a cutoff date of no later than **December 15, 2010** to finish all business for 2010. Write all payroll checks and deposit all payroll taxes that are due for 2010. Do not wait until 2011 to pay your taxes for 2010. This allows ample time for all of your checks to clear the bank. The perfect end to the year is if all transactions have cleared the bank by December 31, 2010.
2. Refrain from making dues refunds in November and December. This will give time for these checks to clear your Bank Account, as member tend to hold on to refund checks for a period of time before they cash them.

Finishing 2010

You can start 2011 before finishing 2010. A new Icon can be put on the desktop for 2011. Importing your 2010 data into your new database then starting a new year in the new database, while leaving the 2010 WinStabs undisturbed. This will allow you to complete 2010 reports and still work in 2011.

This includes balancing the checkbook in WINSTABS against the Final Bank Statement. When your checkbook balances in WinStabs, print up the Treasurer's Annual Report. At the bottom of the Exam and Audit Page it must say **Treasurer's Report is in Balance** before you print it.

TAR

Receipts | Disbursements | Investments | Exam & Audit | Local Committee Balances & Local Dues

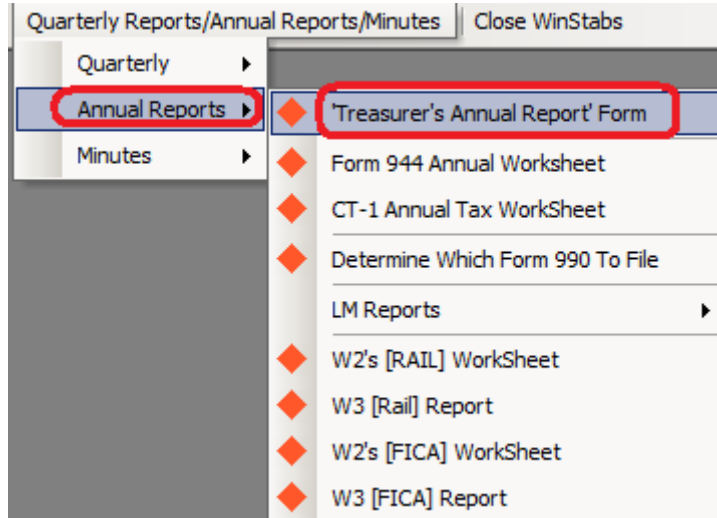
CERTIFICATE OF EXAMINATION AND AUDIT

CASH ON DEPOSIT (ON DECEMBER 31ST)	\$5,146.34
(FROM PAGE 4 -- NAME OF DEPOSITORY)	
DEPOSIT IN TRANSIT (NOT APPEARING ON BANK STATEMENT)	\$0.00
CASH AND CHECKS ON HAND FOR DEPOSIT	\$0.00
TOTAL	\$5,146.34
LESS OUTSTANDING CHECKS	\$0.00
TOTAL CASH (CHECKBOOK BALANCE)	\$5,146.34
(SHOULD AGREE TO TOTAL CASH MINUS DISBURSEMENTS -- PAGE 2)	
INVESTMENTS	\$0.00
TOTAL CASH AND INVESTMENTS	\$5,146.34

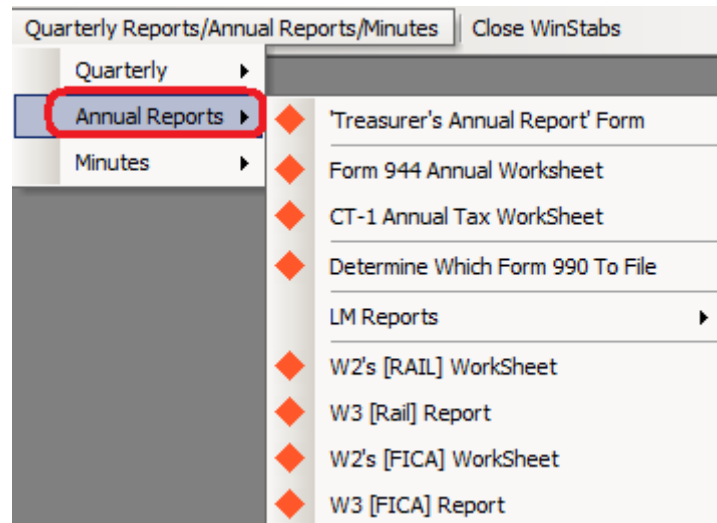
Treasurer's Report is in BALANCE

Print

Print two copies of your Treasurer's Annual Report. The Trustees and Treasurer must sign each copy. Attach a copy of the Final Check Statement Balance from bank and copy of any Savings Account Statements. Send one copy to the UTU International.



Print out all worksheets for 2010 that apply (Print those with the Red Diamond). CT-1 Worksheet, LM Worksheet, W-2 Worksheets. Form 990 worksheets, if required.



Remember Forms are official documents. Worksheets assist in filling out forms. Print out all reports and ledgers for 2010.

You are required to have paper ledger records for 2010 as well as having a data backup of your WinStabs. Put the reports and ledgers in a 3 ring notebook for 2010.

Saving 2010 Data

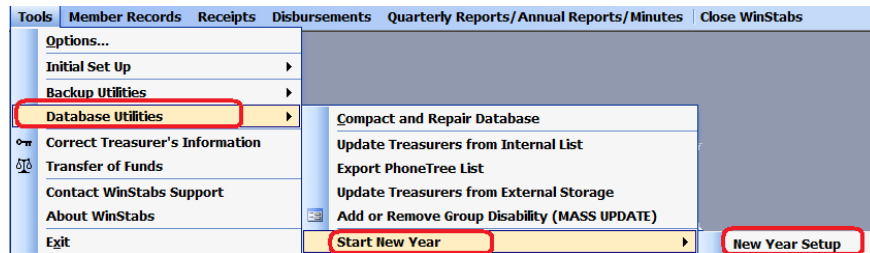
Save your data to the destination of choice. Always backup your files at a regularly schedule intervals to save you from losing all your data.

It would be wise to make multiple copies of your data. Save your information to flash drives. **IMPORTANT – It is important to save your data through the WinStabs backup procedures.** Data will be saved to a specified folder, and the data will be in easily convertible text. ***It is a MISTAKE to back the WinStabs.mdb file to a CD. It may NOT be possible to get data from it in the future.*** If you have any questions about this backup procedure, please call or email WinStabsSupport@utu.org.

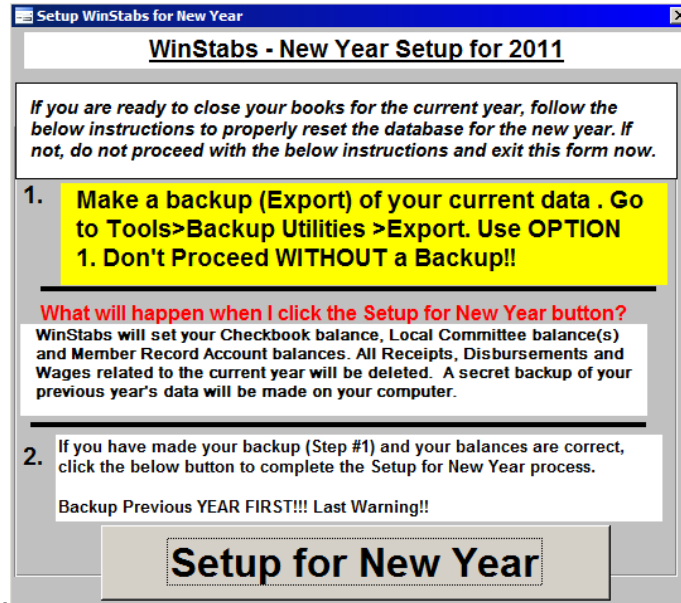
Secretary/Treasurer Check List	
Treasurer's monthly report and remittance	20th of each month
Treasurer's annual report	January
LM-2 or LM-3 Annual Report - LMRDA	Within 90 days after December 31
Form 990 - Return of Organization Exempt from Income Tax	On or before May 15
Form 941 - Employer's quarterly federal tax return	On or before the last of the month following the calendar year
Form OE1a - Payroll report for local unit	End of each quarter
Form CT1 - Employer's annual Railroad Retirement tax return	On or before the last day of the second month following close of year

Beginning a New Year

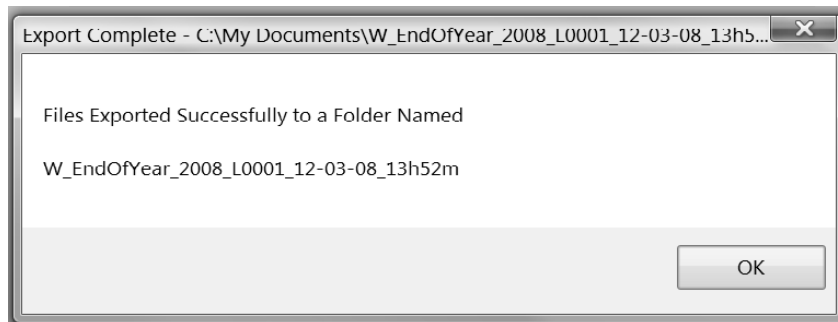
There will be a new version of WinStabs in 2011 4.02. It will be compatible with Office Access 2010. You can get an updated version of WinStabs, with some enhancements over the original 2010 version by login at ILink. To Start 2011 with your existing program, remember first to backup 2010! Select the following – **Database Utilities > Convert & Start New Year > New Year Setup**



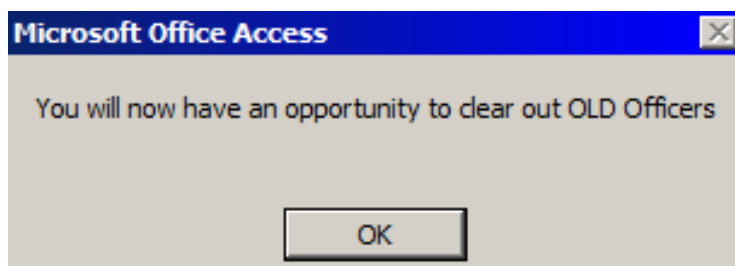
The following screen will appear. Simply click **Setup for New Year Button**



A backup will be on your computer for emergency purposes. This should NOT take the place for timely scheduled backups.



Next, it will be time to take out OLD officers. This is only done at the first of the year before any payroll. NEVER take out officer classifications during the year, because this information must be left in for the year end reports.

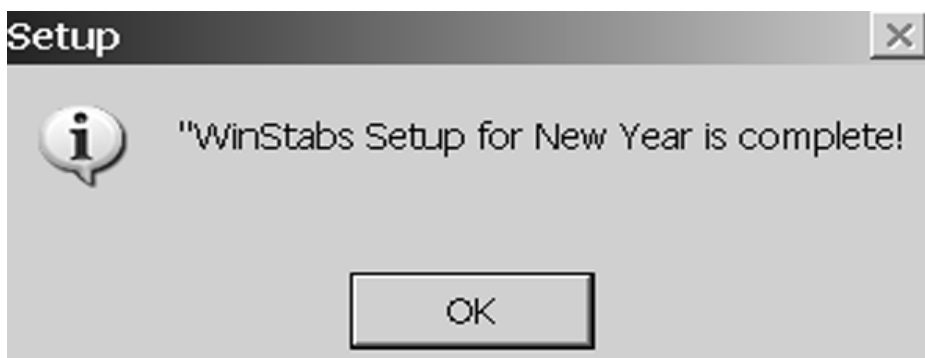


For those not officers or on your pay lists for 2011, Click the clear list, and their title and other title will be taken out, as well as their pay field. It is not required for someone to have a pay field selected, but everyone must have either a title or other title. If there isn't a proper description in the other title field, you can type in a short description yourself. Example, Chaplin, Guard, Teller, etc. etc

LastName:	FirstName		Title:	TitleOther:	Type:
ATAGI	IFO	Clear Fields			RAIL
ATKINS	DANNY	Clear Fields		LOCAL CHAIRMAN	RAIL
BOLTON	THOMAS	Clear Fields			RAIL
BRUENING	STEVE	Clear Fields			RAIL
EDWARDS JR	FREDERICK	Clear Fields		DELEGATE-LEG REP	
EVANS	ROLAND	Clear Fields			RAIL
GILLETT	STEVEN	Clear Fields	PRESIDENT		RAIL
JONES	J	Clear Fields			RAIL
JONES	MARTY	Clear Fields			RAIL
KERNS	GARY	Clear Fields	TRUSTEE	ASST LEGIS REP	RAIL
LINDER	PATRICK	Clear Fields	VICE PRES		RAIL
LOEHNIG	KYLE	Clear Fields		VICE LC	RAIL
LUNDY	THOMAS	Clear Fields		VICE LC	RAIL
OSTENDORF J	LAWRENCE	Clear Fields	TRUSTEE		RAIL
PETERS	MILTON	Clear Fields	SEC & TREAS	LOCAL CHAIRMAN	RAIL
SULLIVAN	RONALD	Clear Fields	TRUSTEE		RAIL
THOMSEN	JAMES	Clear Fields		LOCAL CHAIRMAN	RAIL
WRIGHT	KENNETH	Clear Fields			RAIL

Record: 1 of 18

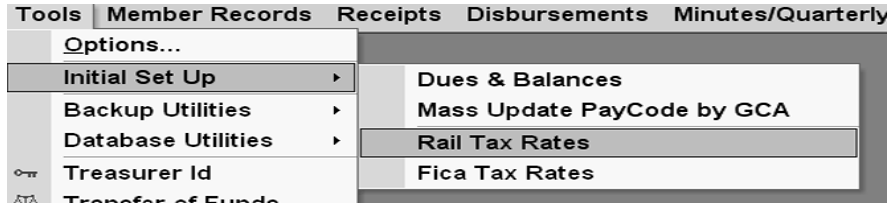
All ledgers sheets will be set to zero for 2011. And the screen will show –



Click OK to finish. All ending balances from 2010 have been brought over as starting balances for 2011. Member records ending balances have been brought in for 2011 as starting balances.

The last process will be to correct and place the new tax rates and maximums in WinStabs for 2011.

Select Tools > Initial Set Up > Rail or FICA Tax Rates (which applies)



	Tax Rate	Tax Type	Maximum
Employee	0.062	Tier1	\$94,200.00
Employee	0.044	Tier2	\$69,900.00
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	\$94,200.00
Employer	0.126	Tier2	\$69,900.00
Employer	0.0145	Medicare	\$999,999.00
Employer		ER Tax 1	\$0.00
Employer		ER Tax 2	\$0.00

After setting up the correct tax rates for 2011, open the member's records up, and update all Officers and Employees. Take out old officers and employees and set their wage field blank. Rail or FICA in new employees WAGE field, as shown below, must be shown for new employees to show on your Wage fields.

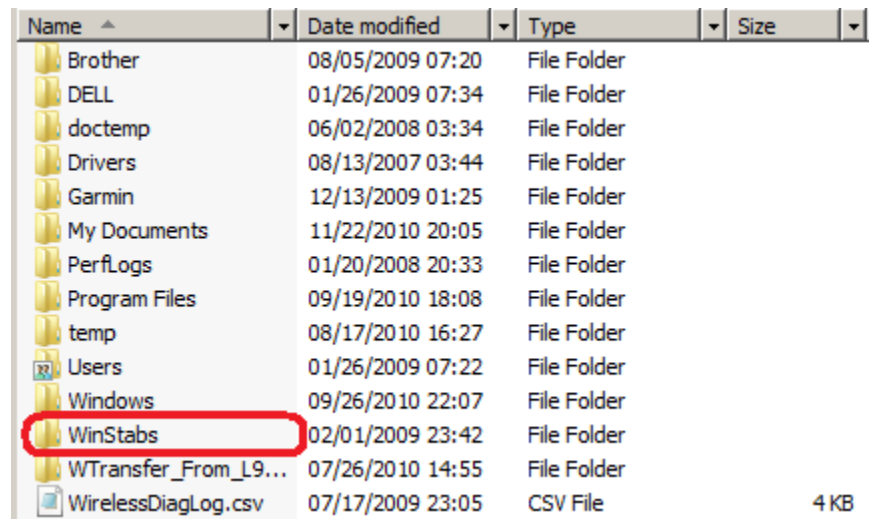
The screenshot shows the 'Member Records for Local 1731' window. The member is JON ANDERSON (ID No. AND202, SS No. 515 76 2638). The 'Wage' field is set to 'FICA'. Other fields include Last Name: ANDERSON, First Name: JON, Address: 418 W 4TH ST, City: NEWTON, State: KS, Zip: 67114, and DOB: 10/17/1965.

Setup 2011 from Existing Database

Since the last time WinStabs has been installed on your computer, a companion database has been included to allow you to start the New Year, without affecting your 2010 data. This will allow you to start 2011 as soon as you want, and still give you time later to complete your 2010 reports.

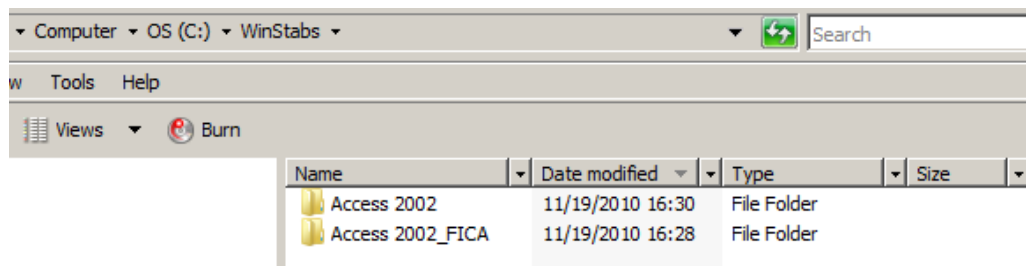
You have a shortcut for your 2010 now on your desktop. Now is the time to create a new shortcut for 2011 with an entirely new database. Simply click on the start button at the bottom of the desktop. Select MY COMPUTER or COMPUTER. On the right of the new screen select the C Drive. It will be designated Under Hard Disk Drives with a Name and (C :) Mine is named **OS (C :)**

Open up C Drive and next double click on a yellow folder named WinStabs



Name	Date modified	Type	Size
Brother	08/05/2009 07:20	File Folder	
DELL	01/26/2009 07:34	File Folder	
doctemp	06/02/2008 03:34	File Folder	
Drivers	08/13/2007 03:44	File Folder	
Garmin	12/13/2009 01:25	File Folder	
My Documents	11/22/2010 20:05	File Folder	
PerfLogs	01/20/2008 20:33	File Folder	
Program Files	09/19/2010 18:08	File Folder	
temp	08/17/2010 16:27	File Folder	
Users	01/26/2009 07:22	File Folder	
Windows	09/26/2010 22:07	File Folder	
WinStabs	02/01/2009 23:42	File Folder	
WTransfer_From_L9...	07/26/2010 14:55	File Folder	
WirelessDiagLog.csv	07/17/2009 23:05	CSV File	4 KB

Select Access 2002 or Access 20202_FICA, whichever is appropriate. Next in view will be a list of folders (various numbers). The important thing to remember the most current one will be listed last. The format is shown as YYYY-MM-DD



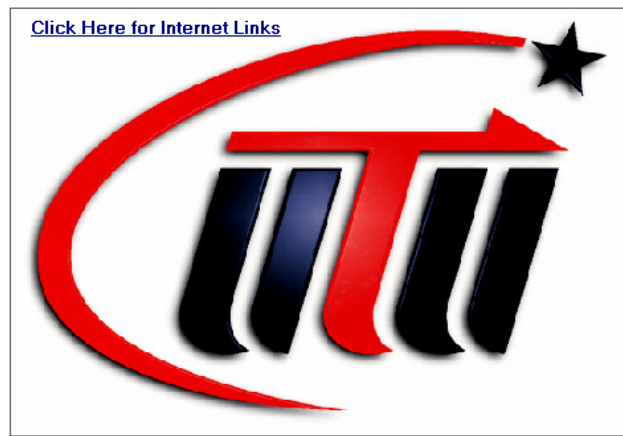
Name	Date modified	Type	Size
Access 2002	11/19/2010 16:30	File Folder	
Access 20202_FICA	11/19/2010 16:28	File Folder	

2010-09-16	09/16/2010 08:31	File Folder
2010-09-22	09/22/2010 07:25	File Folder
2010-09-24	09/24/2010 08:02	File Folder
2010-09-30	09/28/2010 09:42	File Folder
2010-11-09	11/09/2010 08:26	File Folder
2010-11-17	11/16/2010 21:15	File Folder
2010-11-18	11/18/2010 19:03	File Folder
2010-11-19	11/19/2010 16:30	File Folder

Open up and you will find 2 purple key files at the bottom. These are the databases. One you are using for 2010, and the other will use for 2011. Open both up and find the one that shows for the Treasurer BLANK Database. That will be the file to make a new shortcut.

Name	Date modified	Type	Size
Changes for Version ...	11/16/2010 15:41	Adobe Acrobat ...	210 KB
DIGITAL_SIGNATUR...	02/04/2008 14:32	Adobe Acrobat ...	628 KB
Eula.pdf	10/10/2007 10:23	Adobe Acrobat ...	73 KB
New WinStabs Versi...	08/22/2009 14:55	Adobe Acrobat ...	718 KB
Put in Group Disabilit...	10/27/2009 10:06	Adobe Acrobat ...	160 KB
setting-up-gmail-in-o...	08/17/2009 15:28	Adobe Acrobat ...	110 KB
snpvw.exe	10/18/2007 15:03	Application	1,795 KB
UTU.ico	02/20/1997 09:56	Icon	1 KB
UTU Logo-Very Good...	08/30/2007 08:39	image/jpeg	90 KB
UTU Logo-Very Good...	08/30/2007 08:40	PNG Image	135 KB
UTU Treasurer Chec...	03/05/2010 11:44	Adobe Acrobat ...	45 KB
utu_icon.ico	05/08/2004 14:25	Icon	3 KB
utu-new icon	12/28/2009 15:16	Icon	265 KB
WinStabs.mdb	11/19/2010 16:25	Microsoft Office ...	25,556 KB
WinStabs - 2 - Copy....	11/19/2010 16:25	Microsoft Office ...	25,556 KB
winstabsupdates.pdf	11/16/2010 16:37	Adobe Acrobat ...	1,437 KB

Open both and look for this and it will be for 2011.

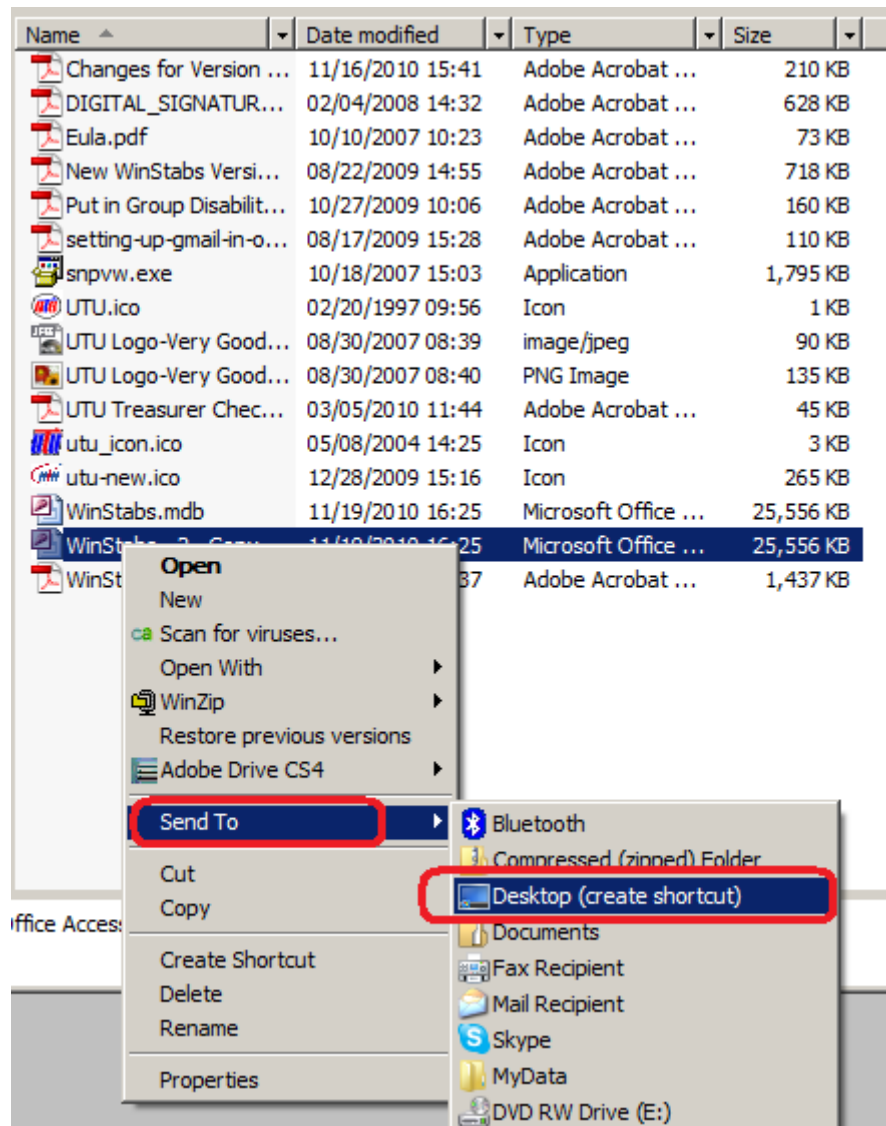


Treasurer **BLANK DATABASE**

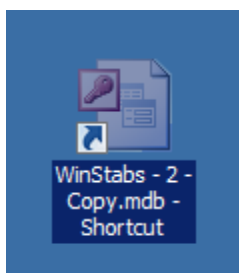
WinStabs 2010

Computer Bookkeeping System of **Local 0000**

If the blank database is WinStabs - 2 – Copy, then right click on that file. Choose Send to then select Desktop (Create Shortcut). This places a new shortcut on your desktop.



Change the name by right clicking on the icon on your desktop shown below, select RENAME from the menu. Then rename it WinStabs 2011.



Open your WinStabs 2011 database. You want to see Blank Database, so you know you didn't pick the 2010. Now import your data from the 2010 into the 2011 database.

Remember when you bring in the information into 2011, it will still show 2010. That is okay. Next start New Year. Then it will show 2011 and be ready to enter information for 2011. You can still open the 2010 WinStabs to finish doing 2010 reports.

After completing these instructions, you should be up and running for 2011. Any questions can be answered by emailing WinStabsSupport@utu.org or contacting the International Office in Cleveland.