

CIVIL AIR PATROL

Wing Banker User's Guide, Dec 2009



Wing Banker Program

User's Guide

Civil Air Patrol

Wing Banker Program

Basic User's Guide

HEADQUARTERS
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Wing Banker Procedures, Dec 2009

Preface

These procedures are an attempt to standardize the way CAWG Civil Air Patrol Units create and maintain their Unit's Finance records.

The concept of having these Naming Conventions is that anyone involved with these documents, files and folders can instantly recognize them. All folder and file names begin with CAWG or Cawg as this document has been created in California Wing. Another Wing using this document should use their Wing abbreviation, such as OKWG and Okwg and Unit charter numbers such as CA259 or OK183.

The use of a sequence number on each new document automatically causes that document to be added to the list of like documents within a particular folder.

All documents are named in the same general manner, e.g.

Cawgfxxx-CAuuu-nnn-description.doc
Cawgfxxx-CAuuu-nnn-description.pdf
Cawgfxxx-CAuuu-nnn-description.xls
Cawgfxxx-CAuuu-Nyyyyy-nnn-description.doc
Cawgfxxx-CAuuu-Nyyyyy-nnn-description.pdf
Cawgfxxx-CAuuu-Nyyyyy-nnn-description.xls

Where:

"xxx" is the Form number Cawg Form 1 or Okwg Form 1 etc.

"uuu" is the Unit's charter number e.g. "CA259" or "OK162".

"yyyyy" is the Corporate aircraft N number e.g. "N5432X"

"nnn" is the document sequence number "023"

"description" describes what this transaction is for. e.g "prt ink". "Copier paper" Make it meaningful.

There are two dates that are important for the success of this program:

All forms Cawgf001 and Cawgf003 and their deposit slips, should be sent to CAWG FMA on the same day as the deposit or no later than the following day, so that they can be reconciled to the Online Bank Account. Failure to do this may result in your deposit being unidentified as belonging to your Unit, as the bank does not know who it belongs to.

All Cawgf005 Credit Card purchases and their receipts must be sent to CAWG no later than the 25th of the month. It is NOT necessary to wait for the Commander's "memo" credit card statement. The credit card cycle is from the 19th through the 18th of the following month.

The procedures are hopefully complete enough, so that any member volunteering to take on the job of Unit Finance Officer, can use these procedures immediately and get the job done. There are two procedures for each Wing Banker form. A Summary Procedure which describes how to process each form in narrative format and a Detailed Procedure which describes how to process each form in precise detail.

The first time you try to accomplish any given task, simply follow each Detailed Procedural steps exactly. You will find that after you have done a particular procedure a few times, rather than read every word in the procedure, simply note the **BOLD** words and they will act as reminders, as to what to Enter or Click. If the **BOLD** word is in double quotes, "**Submit**", "**Save**" or "**Save As**" it is something that is to be pointed to and clicked on. If the **BOLD** word is in square brackets, [**CAPID**], it is something that must be entered on the keyboard. Things like **Open**, **Save**, **Save as**, and **Rename** are Microsoft commands. It's like a cookbook and like a cookbook, failure to follow the procedure exactly, may result in something other than what you desired. The use of separator " || " indicates that you click on first item || next item || etc || etc.

It is not required that every unit uses these procedures. They are offered to help standardize the way Finance Officers accomplish their tasks.

Note that the Scanner procedure that is included only refers to a particular HP scanner. Other models have different software and procedures used to scan a document.

Another suggestion is to put the actual file name on the bottom line of each document, so that it is easy to identify that document in your system. Also, if tracking these transactions in Quicken, include the Quicken reference numbers such as Depnnn for each Form 1 or 3 deposit, check number xxx for each Form 11 disbursement and Ccardnnn for each Credit Card Form 5 transaction. This "nnn" would be the same as the sequence number assigned to the file names. Then everything will tie together.

If you use these procedures and find that they do not work as desired, please advise the author and every attempt will be made to correct them.

Naming Conventions Folder Names under the main "CAP" Folder

CAP

FINANCE AIRCRAFT

CAWGF001	Aircraft Deposits	Squadron Aircraft Rental Collected
CAWGF011	Aircraft Disbursements	Squadron Aircraft transactions

FINANCE GENERAL

CAWGF002	Finance Committee Signatures	Squadron General Account
CAWGF003	General Account Deposits	Squadron General Account
CAWGF004	Recurring Expense Authorizations	Squadron General Account
CAWGF005	Credit Card Purchases	Squadron General Account
CAWGF011	General Account Disbursements	Squadron General Account

File names for Aircraft Transactions

Cawgf001-CAuuu-Nyyyyy-nnn.xls	The Cawgf001 for this deposit transaction
Cawgf001-CAuuu-Nyyyyy-nnn-Deposit.pdf	The scanned bank deposit slip
Cawgf011-CAuuu-Nyyyyy-nnn.doc	The Cawgf011 for this transaction
Cawgf011-CAuuu-Nyyyyy-nnn-Receipt.pdf	The scanned vendor receipt[s]

File names for the Squadron General Account

Cawgf002-CAuuu-nnn.doc	Finance Committee authorization. Signed original filed at the Unit
Cawgf003-CAuuu-nnn.xls	The Cawgf003 for this deposit transaction
Cawgf003-CAuuu-nnn-Deposit.pdf	The scanned deposit slip
Cawgf004-CAuuu-nnn-[company name].doc	Recurring Expense Authorization Signed original filed at the Unit
Cawgf005-CAuuu-nnn.doc	The Cawgf005 for these Credit Card purchases
Cawgf005-CAuuu-nnn-Receipts.pdf	Credit card purchase scanned receipts. May be more than one
Cawgf011-CAuuu-nnn.doc	The Cawgf011 for this transaction
Cawgf011-CAuuu-nnn-Receipts.pdf	The scanned receipt[s]. May be more than one.

The "nnn" keeps all of these documents in order within the folder, making it easy to locate. The date the document is created can be found using Windows Explorer, although this is not required in the document name.

When the Finance Officer downloads a fresh copy of these forms from the CAWG Website, he renames them and includes them in the same folders as the actual documents. Then all he has to do is add the "nnn" to each form as he uses it and **Save As** to that same folder.

Wing Banker Initial Procedure

Use Windows Explorer to create the following folders under a master folder "CAP"

1. CAP/FINANCE GENERAL/CAWGF002
2. CAP/FINANCE GENERAL/CAWGF003
3. CAP/FINANCE GENERAL/CAWGF004
4. CAP/FINANCE GENERAL/CAWGF005
5. CAP/FINANCE GENERAL/CAWGF011

If you have an aircraft assigned to your unit

5. CAP/FINANCE AIRCRAFT/CAWGF001
6. CAP/FINANCE AIRCRAFT/CAWGF011

These are the folders in which you store all of your Wing Banker documents.

7. From your internet home page go to www.cawg.cap.gov
8. Click on "**Wing Publications**"
9. Click on "**CAWG Forms & Templates**"

Download the following forms and **Save As** to each of these folders

10. CAWG 1 to CAP/FINANCE AIRCRAFT/CAWGF001/Cawgf001-CAuuu-Nyyyyy-000.xls If you have an aircraft
11. CAWG 2 to CAP/FINANCE GENERAL/CAWGF002/Cawgf002-CAuuu-000.doc
12. CAWG 3 to CAP/FINANCE GENERAL/CAWGF003/Cawgf003-CAuuu-000.xls
13. CAWG 4 to CAP/FINANCE GENERAL/CAWGF004/Cawgf004-CAuuu-000.doc
14. CAWG 5 to CAP/FINANCE GENERAL/CAWGF005/Cawgf005-CAuuu-000.doc
15. CAWG 11 to CAP/FINANCE AIRCRAFT/CAWGF011/Cawgf011-CAuuu-Nyyyyy-000.doc If you have an aircraft
16. CAWG 11 to CAP/FINANCE GENERAL/CAWGF011/Cawgf011-CAuuu-000.doc

Note: To make it easier to identify, all folder names are in UPPER CASE (CAWGFxxx) whereas the file names use UPPER and lower case (Cawgfxxx)

These are your master copies of each of these forms in your folders. Each time you use one of these forms, you just change the "000" to the next higher number, by opening the document and then **Save As** the new document.

Each document is then identified as to which Unit or Aircraft it belongs to.

The same is true for all SCANNED documents that are created to support these documents. This method will tie pairs of documents together by file name.

Also, all scanned documents must have the Unit "CAuuu" and/or Aircraft Tail Number "Nyyyyy" on them.

Wing e-Mail Addresses to be used:

The e-mail address FMA@cawg.cap.gov is to be used for all banking transactions.

Wing FAX Phone Number to be used: **818-989-8108**

Cawgf001 Aircraft Deposit Advice

Purpose:

To advise the Wing Banker System of the deposit of Corporate Aircraft rental monies into the Squadron account.

During the entry of this data, the Cawgf001 calculates an unprinted amount of money that the pilot owes, based on hours reported on the member's remarks item of their check. This should match the hours reported on the CAP-AIF-Log 3. Totals of all hours flown, by Mission Symbol, are reported each month to the Online Form 18 system by each Aircraft Manager. Totals Form 18 hours for all B and C missions is used to calculate how much money gets transferred from the Squadron account to the maintenance account.

Copies of the Cawgf001 and a scanned copy of the Union Bank Deposit Slip are either e-Mailed to FMA@cawg.cap.gov or FAXed to the CAWG FMA

Cawgf001 Aircraft Summary Procedure

Endorse each check and write the bank account number on the back of each check

Create new Cawgf001 by opening the blank form and saving it as (SAVE AS) a new document with a new sequence number "nnn", 1 higher than the last one created.

"Cawgf001-CAuuu-Nyyyyy-nnn.xls"

e.g. "Cawgf001-CA458-N4810N-016.xls" where 016 is the next sequence number available.

Fill in all the data fields, print the document for your records and save the document. Verify that the total money received matches the amount calculated in the right hand memo column.

Create a Bank Deposit slip detailing all monies being deposited.

Scan the deposit slip as a pdf file and re-name the file the same as the Cawgf001, except include the word "Deposit" in the file name

"Cawgf001-CAuuu-Nyyyyy-nnn-Deposit.pdf"

e.g. "Cawgf001-CA458-N4810N-016-Deposit.pdf"

Print this document for your records

Send an e-Mail to FMA@cawg.cap.gov and attach the two documents just created
Cawgf001-CA458-N4810N-016.xls for example
Cawgf001-CA458-N4810N-016-Deposit.pdf for example

CAWG FMA can print out these documents and identify what these files are from the file names.

Open Quicken and enter this as a split deposit by account number using the transaction number "Depnnn" (e.g. Dep016). This ties the Cawgf001 and the Quicken entry together.

Staple the Cawgf001 and the scanned deposit slip document and file in your Wing Banker folder.

How to acquire a copy of the Chart of Accounts

All finance related forms and the Chart of Accounts is now located at
http://www.capmembers.com/forms_publications_regulations/r173001.cfm

Cawgf001 Aircraft Detailed Procedure

To create a new Cawgf001 form:

Use Windows Explorer and:

1. Open "**CAP / FINANCE AIRCRAFT / CAWGF001 / Cawgf001-CAuuu-Nyyyyy-000.xls**"
2. Save As "**CAP / FINANCE AIRCRAFT / CAWGF001 / Cawgf001-CAuuu-Nyyyyy-nnn.xls**", with "nnn" being the next available number.
3. Enter **[Deposits For]** (Mo and Year)
4. Enter **[Charter Number]** (CAuuu)
5. Enter **[Date Prepared]**
6. Enter **[Aircraft Tail Number]**
7. Enter **[Date of Deposit]**
8. Enter **[Maintenance Rate]** (IAW CAPR 173-3)

For each check received from the members:

9. Enter **[Received From]** (Members Name)
10. Enter **[Check Number]**
11. Enter **[Amount Deposited]** to Squadron Account
12. Enter **[Unfunded Hours]** flown

The right hand column calculates the hours times the Maintenance rate to aid in verifying that the member paid the correct amount. This column does not print on the printed report

13. Enter **[Prepared By]**
14. Enter **[Phone Number]**
15. Enter **[E-Mail Address]**
16. **Save**

To create a new Cawgf001 Deposit Slip form

17. Enter all transactions listed on the Cawgf001 on to a Union Bank Deposit Slip
18. Scan the **[Bank Deposit slip]** as a PDF file into CAP / FINANCE AIRCRAFT / CAWGF001 folder
19. **Rename** the document as "**Cawgf001-CAuuu-Nyyyyy-nnn-deposit slip.pdf**" with "nnn" being the same as the Cawgf001 just created.
20. Print a **copy of the Cawgf001** and **scanned deposit slip**.
21. Send the **Cawgf001** and **scanned Deposit slip** by FAX or e-Mail to:

FMA@cawg.cap.gov OR FAX the Cawgf001 and deposit slip to CAWG FMA at 818-989-8108.

Note: The Cawgf001 should be FAXed or e-Mailed to CAWG the same day as the transaction or no later than the following day.

22. Attach the bank Deposit Slip to the Cawgf001 and file in the Unit Finance file.

Quicken entry

23. Enter totals for each deposit account into Quicken "Wing Banker Aircraft" account. Use transaction number Depnnn (e.g. Dep016). All categories may be entered in total, so as to reconcile with the CAWG Wing Banker monthly statement.

Cawgf002 Finance Committee Signature Authorization

Purpose:

To provide the Wing Banker System with a list of the members assigned to the Unit's Finance Committee.

A copy of the Cawgf002 is either e-Mailed to FMA@cawg.cap.gov or FAXed to the CAWG FMA.

To create a new Cawgf002 form:

Use Windows Explorer and

1. Open "**CAP / FINANCE GENERAL / CAWGF002 / Cawgf002-CAuuu-000.doc**"
2. Save As "**CAP / FINANCE GENERAL / CAWGF002 / Cawgf002-CAuuu-nnn.doc**" with "nnn" being the next available number
3. Enter [**Squadron Name**]
4. Enter [**Charter Number**] (CAuuu)
5. Enter [**Grade, Name, CAPID and Title**] of each member of the Unit Finance Committee
6. Enter [**Date**]
7. **Save**
8. Print a copy of the Cawgf002
9. Have each member sign the Cawgf002
10. Scan the signed form as a PDF file
11. **Rename** the scanned document as: "**Cawgf002-CAuuu-nnn.pdf**" with "nnn" being the same as the Cawgf002 just created.
12. Send the signed **Cawgf002** by FAX or e-Mail to:

FMA@cawg.cap.gov OR FAX the Cawgf002 to CAWG FMA at 818-989-8108

13. File in **signed Cawgf002** the Unit Finance file.

Cawgf003 California Wing Deposit Advice

Purpose:

To advise the Wing Banker System of the deposit of any monies received by the Unit, into the Squadron General Account.

Copies of the Cawgf003 and a scanned copy of the Union Bank Deposit Slip are either e-Mailed to FMA@cawg.cap.gov or FAXed to the CAWG FMA

Cawgf003 Summary Procedure

All checks should be made out to "CAWG Squadron General Account"

Separate cash and checks into categories IAW CAPR 173-1 account description table.

Endorse all checks and include the bank account number on the back.

Calculate amount to be deposited into each account.

Create new Cawgf003 by opening the blank form and saving it as (SAVE AS) a new document with a new sequence number "nnn", 1 higher than the last one created.

"Cawgf003-CAuuu-nnn.xls"

e.g. "Cawgf003-CA458-016.xls" where 016 is the next sequence number available.

Fill in all the data fields, print the document for your records and save the document.

Create a Bank Deposit slip detailing all monies being deposited.

Scan the deposit slip as a pdf file and re-name the file the same as the Cawgf003, except include a the word "Deposit" in the file name

"Cawgf003-CAuuu-nnn-Deposit.pdf"

"Cawgf003-CA458-016-Deposit.pdf" for example

Print this document for your records

Send an e-Mail to FMA@cawg.cap.gov and attach the two documents just created
Cawgf003-CA458-016.xls for example
Cawgf003-CA458-016-Deposit.pdf for example

CAWG FMA can print out these documents and identify what these files are from the file names.

Open Quicken and enter this as a split deposit by account number using the transaction number "Depnnn" (e.g. Dep016). This ties the Cawgf003 and the Quicken entry together.

Staple the Cawgf003 and the scanned deposit slip document and file in your Wing Banker folder. After depositing the money, staple the bank produced deposit slip to these documents

How to acquire a copy of the Chart of Accounts

All finance related forms and the Chart of Accounts is now located at
http://www.capmembers.com/forms_publications_regulations/r173001.cfm

Cawgf003 Detailed Procedure

Prepare Income for Deposit

All checks should be made out to "CAWG Squadron General Account"

Separate cash and checks into categories as described on the account description table.

Endorse all checks and include the bank account number on the back.

Calculate amount to be deposited into each account.

Create a new Cawgf003 form:

Use Windows Explorer and:

1. Open "**CAP / FINANCE GENERAL / CAWGF003 / Cawgf003-CAuuu-000.xls**"
2. Save As "**CAP / FINANCE GENERAL / CAWGF003 / Cawgf003-CAuuu-nnn.xls**" with "nnn" being the next available number
3. Enter **[Date]**
4. Enter **[Date of Deposit]**
5. Enter **[Unit Name]**
6. Enter **[Charter Number]** (CAuuu)

For each transaction:

7. Enter **[Received From]**; The name of the member or where donation came from
8. Enter **[Account Number]**, or the purpose of the deposit
9. Enter **[Check Number]** or "**Cash**"
10. Enter **[Amount]** *The total of all entries is calculated at the bottom of the form.*
11. **Save**
12. Enter all transactions listed on the Cawgf003 on to a Union Bank Deposit Slip, CAWG Squadron General Account
13. Scan the bank deposit slip as a PDF file into "**CAP / FINANCE GENERAL / CAWGF003**" folder
14. Rename the scanned document as: "**Cawgf003-CAuuu-nnn deposit slip.pdf**" with "nnn" being the same as the Cawgf003 just created.
15. Print a **copy of the Cawgf003** and scanned deposit slip.
16. Send the **Cawgf003 and scanned deposit** slip by FAX or e-Mail to:

FMA@kawg.cap.gov OR FAX the Cawgf003 and deposit slip to CAWG FMA at 818-989-8108.

Note: The Cawgf003 should be FAXed or e-Mailed to CAWG the same day as the transaction or no later that the following day.

17. Attach the bank Deposit Slip to the Cawgf003 and file in the Unit Finance file.

Quicken entry

18. Enter totals for each deposit account into Quicken, "Wing Banker" account, detailing the various category transactions as "Split" entries. Use transaction number "Depnnn" (e.g. Dep016). All categories may be entered in total, so as to reconcile with the CAWG Wing Banker monthly statement.

Cawgf004 Unit Recurring Expense Authorization

Purpose:

To grant the Wing Banker System, the authority to pay recurring Unit expenses, such as routine monthly expense not to exceed \$500. Expense is limited to monthly utility bills, facility cleaning bills, landscaping bills, telephone bills, internet usage fees, postage meter rental fees, monthly copier maintenance fees, and facility (hangar, tie-down, repeater, storage) rent.

A copy of the Cawgf004 are either e-Mailed to FMA@cawg.cap.gov or FAXed to CAWG FMA and the mailing address of the vendor's bill must be changed as indicated below.

To create a new Cawgf004 form:

Use Windows Explorer and:

1. Open "**CAP / FINANCE GENERAL / CAWGF004 / Cawgf004-CAuuu-000.doc**"
2. Save As "**CAP / FINANCE GENERAL / CAWGF004 / Cawgf004-CAuuu-nnn.doc**" with "nnn" being the next available number
3. Enter [**Squadron**] "as the level of Finance Committee
4. Enter [**Squadron Name**]
5. Enter [**Charter Number**] (CAuuu)
6. Enter [**Payee Name**]
7. Enter [**Payment Basis**] Monthly Annually etc
8. Enter [**Payment Limit**] \$xxx.xx Check past billing to find highest bill in the past year.
9. Enter [**Date**]
10. **Save**
11. Print a **copy of Cawgf004**
12. Have Unit Commander and Finance Officer sign the Cawgf004
13. Scan the signed Cawgf004 as a PDF file into "**CAP / FINANCE GENERAL / CAWGF004**" folder
14. **Rename** the document as: "**Cawgf004-CAuuu-nnn.pdf**" with "nnn" being the same as the Cawgf004 just created.
15. Send the new **signed Cawgf004.pdf** by FAX or e-Mail to:

FMA@cawg.cap.gov OR FAX the Cawgf004 and deposit slip to CAWG FMA at 818-989-8108.

16. File the **signed copy of the Cawgf004** in the Unit Finance file.

Change billing address of bill to:

17. **CAP CAWG CAuuu** Where "uuu" is the numeric Charter Number for the unit
P. O. Box 7688
Van Nuys CA 91409-7688

Quicken Entry

Since these disbursements will not be processed at the Unit level, it will be necessary to enter them into the Unit Quicken records after the fact.

17. Post these disbursements, by account into the Quicken Wing Banker Account, when a transaction appears on the Squadron Finance Statement. For transaction number, use the Quicken "next check number" e.g. "016". This will be necessary to keep the Quicken records in balance with the Wing Banker System.

Cawgf005 Credit Card Disbursement Request General Account

Purpose:

To provide the Wing Banker System with a detailed list of transactions that have been charged to the Unit's Credit Card.

Copies of the Cawgf005 and scanned copies of all credit card receipts or sales slips, are either e-Mailed to FMA@cawg.cap.gov or FAXed to CAWG FMA.

All finance related forms and the Chart of Accounts is now located at http://www.capmembers.com/forms_publications_regulations/r173001.cfm

Cawgf005 Summary Procedure

Separate Credit Card receipts into categories IAW the account description table.

Write the Charter Number on each receipt.

Calculate amount to be disbursed from each account.

Create new Cawgf005 by opening the blank form and saving it as (SAVE AS) a new document with a new sequence number "nnn", 1 higher than the last one created.

"Cawgf005-CAuuu-nnn.xls"

e.g. "Cawgf005-CA458-016.xls" where 016 is the next sequence number available.

Fill in all the data fields, print the document for your records and save the document.

The Unit Commander must sign the Cawgf005.

For purchases over \$500, prior Finance Committee approval is required and a second Finance Committee member signature is required, IAW CAPR 173-1 para 9.b.(2). (4) and (7).

Scan the signed Cawgf005 document as a pdf file.

Rename the pdf document as follows:

"Cawgf005-CAuuu-nnn.pdf"

"Cawgf005-CA458-016.pdf" for example

Scan all Credit card receipts and re-name the file the same as the Cawgf005, except include a the word "Receipts" in the file name

"Cawgf005-CAuuu-nnn-Receipts.pdf"

"Cawgf005-CA458-016-Receipts.pdf"

Print this document for your records

Send an e-Mail to FMA@cawg.cap.gov and attach the two documents just created. If any Item is over \$500, include a scanned copy of the Finance Committee minutes

Cawgf005-CA458-016.pdf for example

Cawgf005-CA458-016-Receipts.pdf for example

CAWG FMA can print out these documents and identify what these files are from the file names.

Open Quicken and enter this disbursement using the transaction number Ccardnnn (e.g. Ccard016). This ties the Cawgf005 and the Quicken entry together.

Staple the Cawgf005 and the original credit card receipts together and file in your Wing Banker folder.

Cawgf005 Detailed Procedure

Separate Credit Card receipts into categories IAW the account description table.

Write the Charter Number on each receipt.

Calculate amount to be disbursed from each account.

To create a new Cawgf005 form:

Use Windows Explorer and:

1. Open "**CAP / FINANCE GENERAL / CAWGF005 / Cawgf005-CAuuu-000.doc**"
2. Save As "**CAP / FINANCE GENERAL / CAWGF005 / Cawgf005-CAuuu-nnn.doc**" with "nnn" being the next available number
3. Enter [**Charter Number**] (CAuuu)
4. Enter [**Unit Name**]
5. Enter [**Credit Card Number**]
6. Enter [**Credit Card Expiration Date**]

For each transaction:

7. Enter [**Date**]
8. Enter [**Description or Explanation**]
9. Enter [**Account Number**]
10. Enter [**Amount**]
11. Calculate [**Total and enter at bottom of form.**]
12. Check Finance Committee Approval "**Yes**" or "**No**"
13. Check "**Copy for LG**", if for Logistics items **See CAPR 174-1 in regard to any item purchased that requires LG action**
14. Enter [**Requested By**] and **Date**
15. Enter [**Approved By**] and **Date**
16. **Save**
17. Print a **copy of the Cawgf005**
18. Have the Unit Commander sign the Cawgf005

For purchases over \$500, prior Finance Committee approval is required and a second Finance Committee member signature is required, IAW CAPR 173-1 para 9.b.(2). (4) and (7)

A copy of these minutes must be included with the Cawgf005 sent to FMA.

19. Scan the Cawgf005 as a PDF file into "**CAP / FINANCE GENERAL / CAWGF005**" folder
20. Rename the document as: "**Cawgf005-CAuuu-nnn.pdf**"

Scan all Invoices or Credit Card Receipts listed on the Cawgf005

21. Enter [**Unit Charter Number**] (CAuuu) on each document. **Each receipt must also indicate WHAT was purchased.**
22. Scan the document[s] as a PDF file into "**CAP / FINANCE GENERAL / CAWGF005**" folder
23. **Rename** the document as: "**Cawgf005-CAuuu-nnn-Invoices.pdf**" with "nnn" being the same as the Cawgf005 just created.
24. Send the new **signed Cawgf005, scanned Invoices and Minutes** by FAX or e-Mail to: **FMA@cawg.cap.gov** OR FAX the Cawgf005, Invoices and Minutes (if any) to CAWG FMA at 818-989-8108.

The Cawgf005 and Credit Card Receipts and Minutes (if any) must be sent to CAWG no later than the 25th day of the month.

25. File the **signed copy of the Cawgf005** with the attached invoices in the Unit Finance file.

Quicken entry

26. Enter totals for each disbursement account into Quicken "Wing Banker" account. Use the transaction number Ccardnnn (e.g. Ccard016). All categories may be entered in total, so as to reconcile with the CAWG Wing Banker monthly statement..

Cawgf011 Disbursement Request General Account

Purpose:

To provide the Wing Banker System with a request to either pay an Invoice for services performed or to reimburse a member for the cost of equipment or supplies, purchased by that member.

Copies of the Cawgf011 and scanned copies of an invoice or sales slips, are either e-Mailed to FMA@cawg.cap.gov or FAXed to CAWG FMA.

Cawgf011 General Account Summary Procedure

Separate receipt[s] or invoice[s] into categories IAW the account description table.

Write the Charter Number on each receipt or invoice.

Calculate amount to be disbursed from each account.

Create new Cawgf011 by opening the blank form and saving it as (SAVE AS) a new document with a new sequence number "nnn", 1 higher than the last one created.

"Cawgf011-CAuuu-nnn.xls"

e.g. "Cawgf011-CA458-016.xls" where 016 is the next sequence number available.

Fill in all the data fields, print the document for your records and save the document.

The Unit Commander and/or the Unit FM must sign the Cawgf011 depending on the size of the expenditure. For expenses over \$500 attach a copy of the Finance Committee minutes.

Scan the signed Cawgf011 document as a pdf file.

Rename the pdf document as follows:

"Cawgf011-CAuuu-nnn.pdf"

"Cawgf011-CA458-016.pdf" for example

Scan all Invoices and re-name the file the same as the Cawgf011, except include the word "Invoice" in the file name. You can also include the vendor in the file name if so desired, such as "Tel" for the telephone bill.

"Cawgf011-CAuuu-nnn-Invoice.pdf"

"Cawgf011-CA458-016-Invoice-Tel.pdf"

Print this document for your records

Send an e-Mail to FMA@cawg.cap.gov and attach the two documents just created

Cawgf011-CA458-016.pdf for example

Cawgf011-CA458-016-Invoice-Tel.pdf for example

CAWG FMA can print out these documents and identify what these files are from the file names.

Open Quicken and enter this disbursement using the next check number "nnn" (e.g. 016). This ties the Cawgf011 and the Quicken entry together.

Staple the Cawgf011 and the original invoices together and file in your Wing Banker folder.

How to acquire a copy of the Chart of Accounts

All finance related forms and the Chart of Accounts is now located at

http://www.capmembers.com/forms_publications__regulations/r173001.cfm.

Cawgf011 General Account Detailed Procedure

Separate receipt[s] or invoice[s] into categories IAW the account description table.

Write the Charter Number on each receipt or invoice.

Calculate amount to be disbursed from each account.

To create a new Cawgf011 form:

Use Windows Explorer and:

1. Open "**CAP / FINANCE GENERAL / CAWGF011 / Cawgf011-CAuuu-000.doc**"
2. Save As "**CAP / FINANCE GENERAL / CAWGF011 / Cawgf011-CAuuu-nnn.doc**" with "nnn" being the next available number
3. Enter **[Charter Number]** (CAuuu)
4. Enter **[Invoice Number]**
5. Enter **[Invoice Date]**
6. Enter **[Pay To]** name
7. Enter **[C/O]** name (If applicable)
8. Enter **[Street Address]**
9. Enter **[City, State, Zip Code]**

For each transaction:

10. Enter **[Date]**
11. Enter **[Description or Explanation]**
12. Enter **[Account Number]**
13. Enter **[Amount]**
14. Calculate **[Total]** and enter at bottom of form.
15. Check Finance Committee Approval "**Yes**" or "**No**"
16. Check "**Copy for LG**", if for Logistics items. items **See CAPR 174-1 in regard to any item purchased that requires LG action**
17. Enter **[Requested By]** and **Date**
18. Enter **[Approved By]** and **Date**
19. **Save**
20. Print a **copy of the Cawgf011**
21. Have the Requestor and Unit Commander sign the Cawgf011 (if required)

For purchases over \$500, prior Finance Committee approval is required and a second Finance Committee member signature is required, IAW CAPR 173-1 para 9.b.(2). (4) and (7)

A copy of these minutes must be included with the Cawgf011 sent to FMA

22. Scan the Cawgf011 as a PDF file into "**CAP / FINANCE GENERAL / CAWGF011**" folder
23. **Rename** the document as: "**Cawgf011-CAuuu-nnn.pdf**"

Scan all Invoices or Credit Card Receipts listed on the Cawgf011

24. Enter **[Unit Charter Number]** "CAuuu" on each document.
25. Scan the document[s] as a PDF file into "**CAP / FINANCE GENERAL / CAWGF011**" folder
26. Rename the document as: "**Cawgf011-CAuuu-nnn-Invoices.pdf**" with "nnn" being the same as the Cawgf011 just created.
24. Send the new **signed Cawgf011, scanned invoices and Minutes** by FAX or e-Mail to:

FMA@cawg.cap.gov OR FAX the Cawgf011 and deposit slip to CAWG FMA at 818-989-8108.

25. File the **signed copy of the Cawgf011** with the attached invoices in the Unit Finance file.

Quicken entry

26. Enter totals for each disbursement account into Quicken "Wing Banker" account. Use the next check number "nnn" (e.g. 016). All categories may be entered in total, so as to reconcile with the CAWG Wing Banker monthly statement.

Cawgf011 Disbursement Request Aircraft Account

Purpose:

To provide the Wing Banker System with a request to either pay an Invoice for services performed or to reimburse a member for the cost of equipment or supplies, purchased by that member. Because use of this form for aircraft expense is extremely limited under CMS (i.e. oxygen to refill tank after re-certification). In most cases, these expenditures should be cleared with DOAM.

Copies of the Cawgf011 and scanned copies of an invoice or sales slips, are either e-Mailed to FMA@cawg.cap.gov or FAXed to CAWG FMA.

Cawgf011 Aircraft Summary Procedure

Separate receipt[s] or invoice[s] into categories IAW CAPR 173-1 account description table.

Write the Charter Number on each receipt or invoice.

Calculate amount to be disbursed from each account.

Create new Cawgf011 by opening the blank form and saving it as (SAVE AS) a new document with a new sequence number "nnn", 1 higher than the last one created.

"Cawgf011-CAuuu-Nyyyyy-nnn.xls"

e.g. "Cawgf011-CA458-N4810N-016.xls" where 016 is the next sequence number available.

Fill in all the data fields, print the document for your records and save the document.

The Unit Commander and/or the Unit FM must sign the Cawgf011 depending on the size of the expenditure.

Scan the **signed** Cawgf011 document as a pdf file.

Rename the pdf document as follows:

"Cawgf011-CAuuu-Nyyyyy-nnn.pdf"

"Cawgf011-CA458-N4810N-016.pdf" for example

Scan all Invoices and re-name the file the same as the Cawgf011, except include the word "Invoice" in the file name. You can also include the vendor in the file name if so desired, such as "FBO name" for the telephone bill.

"Cawgf011-CAuuu-Nyyyyy-nnn-Invoice.pdf"

"Cawgf011-CA458-N4810N-016-Invoice-FBO name.pdf"

Print this document for your records

Send an e-Mail to FMA@cawg.cap.gov and attach the two documents just created

Cawgf011-CA458-Nyyyyy-016.pdf for example

Cawgf011-CA458-N4810N-016-Invoice-FBO Name.pdf for example

CAWG FMA can print out these documents and identify what these files are from the file names.

Open Quicken and enter this disbursement using the next check number "nnn" (e.g. 016). This ties the Cawgf011 and the Quicken entry together.

Staple the Cawgf011 and the original invoices together and file in your Wing Banker folder.

How to acquire a copy of the Chart of Accounts

All finance related forms and the Chart of Accounts is now located at

http://www.capmembers.com/forms_publications__regulations/r173001.cfm

Cawgf011 Aircraft Detailed Procedure

Separate receipt[s] or invoice[s] into categories IAW CAPR 173-1 account description table.

Write the Charter Number on each receipt or invoice.

Calculate amount to be disbursed from each account.

To create a new Cawgf011 form:

Use Windows Explorer and:

1. Open "**CAP / FINANCE AIRCRAFT / CAWGF011 / Cawgf011-CAuuu-Nyyyyy-000.doc**"
2. Save As "**CAP / FINANCE AIRCRAFT / CAWGF011 / Cawgf011-CAuuu-Nyyyyy-nnn.doc**" with "nnn" being the next available number
3. Enter [**Charter Number**] (CAuuu)
4. Enter [**Aircraft Tail Number**]
5. Enter [**Invoice Number**]
6. Enter [**Invoice Date**]
7. Enter [**Pay To**] name
8. Enter [**C/O**] (If applicable)
9. Enter [**Street Address**]
10. Enter [**City, State, Zip Code**]

For each transaction:

11. Enter [**Date**]
12. Enter [**Description or Explanation**]
13. Enter [**Account Number**]
14. Enter [**Amount**]
15. Calculate [**Total**] and enter at bottom of form.
16. Check Finance Committee approval "**Yes**" or "**No**"
17. Check [**Copy for LG**], if for Logistics items
18. Enter [**Approved By**] and [**Date**]
19. **Save**
20. Print a **copy of the Cawgf011**
21. Have the Unit Commander sign the Cawgf011 (if required)

For purchases over \$500, prior Finance Committee approval is required and a second Finance Committee member signature is required, IAW CAPR 173-1 para 9.b.(2), (4) and (7)

22. Scan the Cawgf011 as a PDF file into "**CAP / FINANCE AIRCRAFT / CAWGF011**" folder
23. **Rename** the document as: "**Cawgf011-CAuuu-Nyyyyy-nnn.pdf**"

Scan all Invoices or Credit Card Receipts listed on the Cawgf011

24. Enter [**Unit Charter Number**] (CAuuu) on each document. Make sure each invoice shows WHAT was purchased.
25. Scan the document[s] as a PDF file into "**CAP / FINANCE AIRCRAFT / CAWGF011**" folder
26. **Rename** the document as "**Cawgf011-CAuuu-Nyyyyy-nnn-Invoices.pdf**" with "nnn" being the same as the Cawgf011 just created.
27. Send the **new signed Cawgf011 and scanned invoices** by FAX or e-Mail to:
FMA@kawg.cap.gov OR FAX the Cawgf011 and deposit slip to CAWG FMA at 818-989-8108.
28. File the **signed copy of the Cawgf011** with the attached invoices and minutes (if any) in the Unit Finance file.

Quicken entry

31. Enter totals for each disbursement account into Quicken "Wing Banker" account. Use the next check number "nnn" (e.g. 016). All categories may be entered in total, so as to reconcile with the CAWG Wing Banker monthly statement.

Scan a Receipt or Invoice

Place document[s] to be scanned in the scanner and turn it on.

On the desktop

Click on “HP Photo and Imaging”

Select Folder to scan to:

My Documents

CAP

Finance General or Finance Aircraft

CAWGFnnn where “nnn” is 001, 002, 003, 004, 005 or 011

Click on “**Scan**”

Select “**WIA-HP**” **Scanjet G3010**

Click on “**Black and White Picture or Text**”

Click on “**Scan**”

Double click on “**The Image**” (The thumbnail image)

Click on “**Save As**”

Highlight and click **delete** on the “**TIF File**” This is not needed.

Change **Save As Type** to “**PDF**”

Save

The file is saved as “Imagennn” under the selected folder

Use Windows Explorer to rename the file to **Cawgfnnn-CAuuu-[Nnnnnn]-nnn.pdf**

The file is now ready for being sent as an attachment to an e-Mail to CAWG FMA along with the Wing Banker document Cawgfnnn.