

# FY09 e108 System and QuickBooks®



1 October 2008

On October 1, 2008, NHQ will begin a new process in WMIRS called e108s. This system has been tested in 5 wings during FY08. The new e108 system will reduce paperwork at the wing level and allow NHQ to more rapidly reimburse wings for NHQ-reimbursed missions. This system will also save time at the wing by eliminating the need to create invoices in QuickBooks® and eliminating the need to class these types of reimbursements to an aircraft tail number. If a wing has any questions concerning this new system they should contact their Wing Financial Analyst.

## e108 Approvals

Under the new e108 system as soon as a mission has been closed those people designated by the wing commander as e108 approvers will receive an e-mail from the NOC similar to the one shown below.

<b>From:</b> opscenter@capnhq.gov [mailto:opscenter@capnhq.gov]	
<b>Sent:</b> Sunday, May 18, 2008 8:26 PM	
<b>To:</b>	
<b>Subject:</b> e108 Ready For Approval	
ejackson submitted an e108 for 08-1-5465 that is now waiting approval.	
Aircraft MX Cost:	0.00
Fuel/Oil Cost:	688.85
Lodging/Per Diem Cost:	0.00
Comm/Other Cost:	0.00
	=====
Total Reimbursement:	688.85
Please log into WMIRS at <a href="https://missions.cap.af.mil/login.htm">https://missions.cap.af.mil/login.htm</a> to review and approve this e108.	
CAP National Operations Center	
Phone: 888-211-1812 ext. 300	
<a href="mailto:opscenter@capnhq.gov">E-Mail: opscenter@capnhq.gov</a>	

One of these designated individuals will need to log into WMIRS and approve the mission electronically. Wings will no longer have to print out the WMIRS 108, sign it and then fax it back to the NOC. If NHQ agrees with the mission details, the NOC will also approve the mission reimbursement electronically.

## Creation of Batches

NHQ will group missions for a wing into a batch. NHQ will create batches at least once per week. Once a batch is created it will be given a unique number and the batch report will be e-mailed to the people the wing commander has designated to receive these. An example is shown below.

**From:** opscenter@capnhq.gov [mailto:opscenter@capnhq.gov]  
**Sent:** Wednesday, April 02, 2008 4:50 PM  
**To:**  
**Cc:**  
**Subject:** Batch: 08-0810000-VA Report

**e108 batch 08-0810000-VA Report for 04/02/2008 - 15:48:19**

**VA Wing**

e108	Date	Aircraft Cost	Fuel/Oil Cost	Admin Cost	Comm/Other Cost	Total Form 108	Funding Source	Wing Approval	NOC Approval
08-T-4008-A	03/21/2008	0.00	841.36	0.00	0.00	841.36	MER-VA AF Funded Training	rritchie	nginther
<b>Total:</b>		<b>0.00</b>	<b>841.36</b>	<b>0.00</b>	<b>0.00</b>	<b>841.36</b>	<b>MER-VA AF Funded Training Total:</b>		
08-A-3610-A	03/07/2008	0.00	841.02	0.00	0.00	841.02	A - Consolidated MX FY08	elitt	schneiderg
08-A-3839-A	03/07/2008	0.00	573.17	0.00	0.00	573.17	A - Consolidated MX FY08	elitt	schneiderg
<b>Total:</b>		<b>0.00</b>	<b>1,414.19</b>	<b>0.00</b>	<b>0.00</b>	<b>1,414.19</b>	<b>A - Consolidated MX FY08 Total:</b>		
08-M-0217-A	03/21/2008	0.00	20.45	0.00	0.00	20.45	Appropriated Mission Funds FY08	rritchie	nginther
08-M-0238-A	03/21/2008	0.00	168.84	0.00	0.00	168.84	Appropriated Mission Funds FY08	rritchie	nginther
08-M-0247-A	03/21/2008	0.00	40.70	0.00	0.00	40.70	Appropriated Mission Funds FY08	rritchie	nginther
08-M-0263-A	03/21/2008	0.00	92.90	0.00	0.00	92.90	Appropriated Mission Funds FY08	rritchie	nginther
<b>Total:</b>		<b>0.00</b>	<b>322.89</b>	<b>0.00</b>	<b>0.00</b>	<b>322.89</b>	<b>A - Mission Funds Total:</b>		
08-1-4713-A	03/24/2008	0.00	836.71	0.00	50.69	887.40	Operation Noble Eagle	jbateman	nginther
<b>Total:</b>		<b>0.00</b>	<b>836.71</b>	<b>0.00</b>	<b>50.69</b>	<b>887.40</b>	<b>ACRN KA, Operation Noble Eagle Total:</b>		

# Accessing Batches in WMIRS

If a wing needs to access a batch report at a later date they can log into WMIRS and select Reports. The following screen will appear.

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

WMIRS Main Menu

## WMIRS Reports

- [Wing Report](#)
- NEW** [Missions Approaching 45 Day Limit](#)
- [Mission Reimbursement Report](#)
- [Budget Report](#)
- [e108 Batch Reports](#)
- [WMIRS Form 18 Comparison Report \(Beta\)](#)
- [NON-CAP Passenger Report \(missions with NON-CAP Passengers\)](#)
- [Cadet Orientation Flights](#)

Left sidebar menu items:  
--Mission Management--  
\*\* WMIRS Instructions \*\*  
Enter New Mission  
Enter Training/Eval Request  
Enter Military O-Flight Request  
Current Missions/Sorties  
Current Military O Flight List  
Reports  
Find Form 108  
Mission No. Search  
Go  
Advanced Search  
Tools and Utilities  
Return to WMIRS Menu

If you select e108 Batch Reports the following screen will appear.

The screenshot displays the Civil Air Patrol Web Mission Information Reporting System (WMIRS) interface. On the left is a navigation menu with options like 'Enter New Mission', 'Reports', and 'Find Form 108'. The main area shows a table of e108 batch reports with columns for Batch, e108's, and Total. A red arrow points to the row for batch 08-0810000-VA.

Batch	e108's	Total	
07-2711200-VA	2	\$ 5,316.52	Get Batch
08-0260000-VA	13	\$ 5,910.98	Get Batch
08-0421200-VA	8	\$ 1,532.22	Get Batch
08-0460000-VA	1	\$ 647.41	Get Batch
08-0511038-VA	1	\$ 67.00	Get Batch
08-0790000-VA	1	\$ 2,719.30	Get Batch
08-0810000-VA	8	\$ 2,578.44	Get Batch
08-1051453-VA	4	\$ 1,853.66	Get Batch
08-1080000-VA	1	\$ 508.55	Get Batch
08-1121200-VA	9	\$ 4,087.15	Get Batch
08-1201330-VA	2	\$ 2,665.60	Get Batch
08-1251200-VA	2	\$ 921.75	Get Batch
08-1420000-VA	13	\$ 3,967.67	Get Batch
08-1481200-VA	2	\$ 814.49	Get Batch

By clicking on “Get Batch” you will be able to see the selected batch. Once a batch is open you can drill down to see each individual e108 that is part of the batch.

## EFT Notices

Once NHQ/FM has reviewed the batch it will be paid. The following EFT report will be sent to designated individuals in the wing.

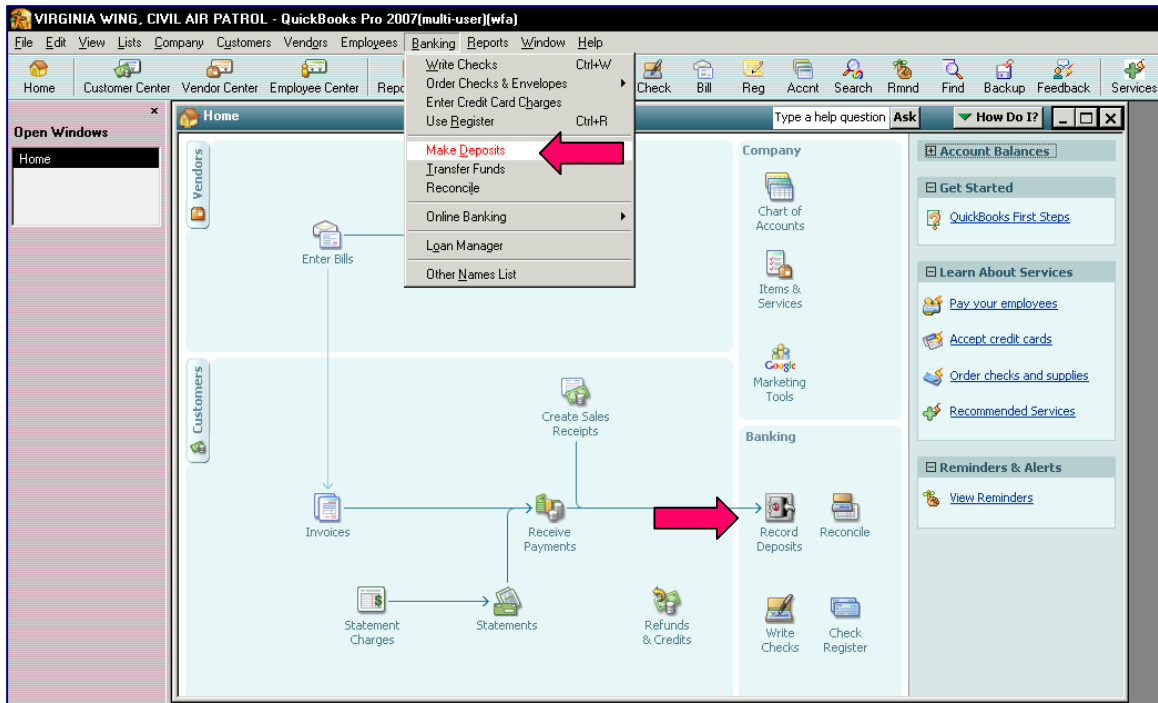
<b>From:</b> Williams, Nature [nwilliams@capnhq.gov] <b>Sent:</b> Wednesday, April 09, 2008 17:33 <b>To:</b> Col. Eric Litt; Don Burke; Jackson, Stacy; Warren Vest; Wing Administrator <b>Subject:</b> Electronic Notification of Payment															
<b>Civil Air Patrol 105 South Hansell St., Bldg 714 Maxwell AFB, AL 36112</b>															
April 9, 2008 Virginia Wing, CAP 7401 Airfield Drive Richmond, VA 23237-2250															
Payment of the following invoices has been made by electronic funds transfer to your account today:															
<table><thead><tr><th>Invoice No.</th><th>Description</th><th>Tail No</th><th>Vendor Name</th><th>Amount</th></tr></thead><tbody><tr><td>080810000VA</td><td>Mission Reimbursement</td><td></td><td>Virginia Wing, CAP</td><td>3,465.84</td></tr><tr><td></td><td></td><td><b>Total</b></td><td></td><td><b>3,465.84</b></td></tr></tbody></table>	Invoice No.	Description	Tail No	Vendor Name	Amount	080810000VA	Mission Reimbursement		Virginia Wing, CAP	3,465.84			<b>Total</b>		<b>3,465.84</b>
Invoice No.	Description	Tail No	Vendor Name	Amount											
080810000VA	Mission Reimbursement		Virginia Wing, CAP	3,465.84											
		<b>Total</b>		<b>3,465.84</b>											
Please allow 3 business days for this deposit to clear your account. If you have any questions, please contact Lori Miller at (334) 955-2637 Sincerely, CAP Staff HQ Accounts Payable Dept.															

Once the EFT notice is received a wing will need to record the receipt of funds in QuickBooks®. Instead of recording an Account Receivable on the date the mission was conducted the wing will now just record a deposit on the day the EFT notice is received. Any batches paid after the end of a fiscal year will be accrued back by your wing financial analyst.

Because NHQ has the tail number data for these missions, wings will not be required to class these transactions. Wings on the Consolidated Maintenance Program will not receive minor maintenance reimbursement for these missions. Wings must continue to break out these reimbursements by mission type and then by aircraft minor maintenance, if not on the Consolidated Maintenance Program, aircraft fuel and other. Vehicle fuel will be separated from aircraft fuel on future batch reports from the NOC.

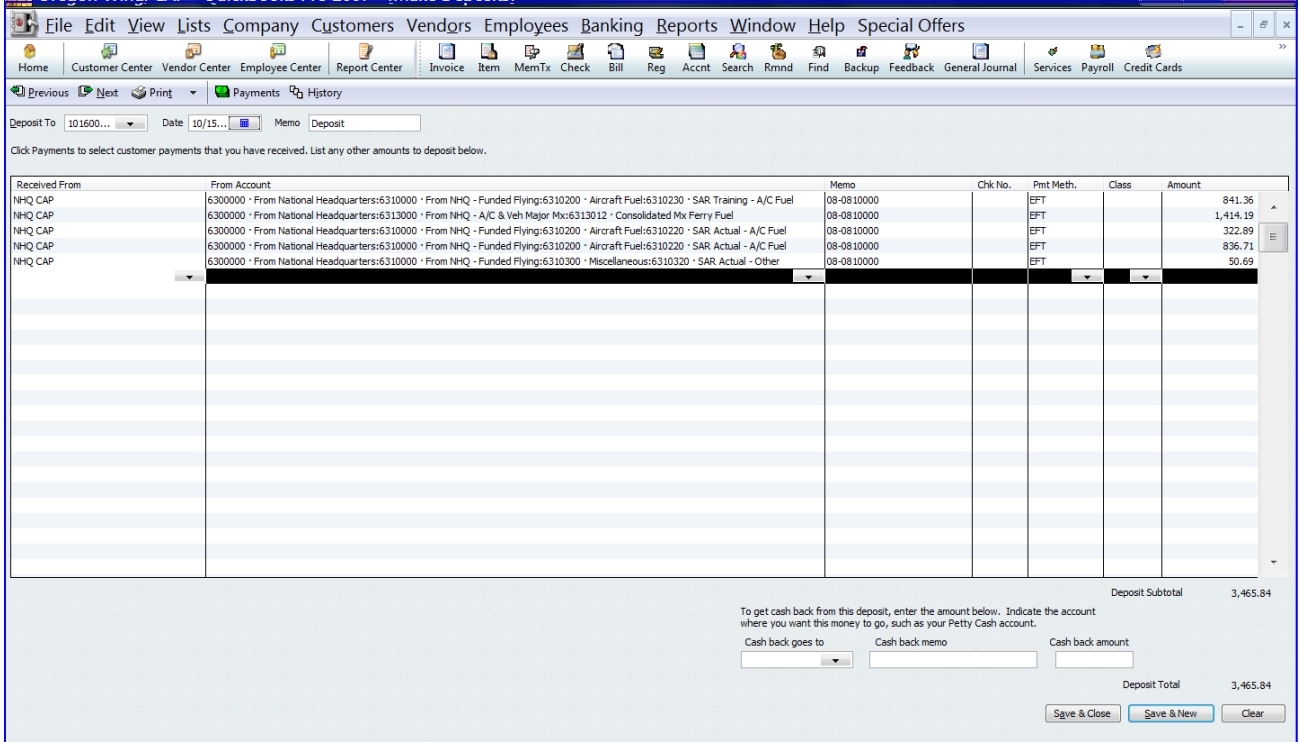
# Recording the EFT in QuickBooks®

To record the batch in QuickBooks®, select Make Deposits or Record Deposits as shown below.





Using the batch from page 4 as the example, make the deposit in QuickBooks as shown below.



The total matches the EFT notice from page 7. Make sure you enter something under "Received From" on each line, you enter the Batch Number on each line under "Memo" and you put EFT as the "Payment Method" on each line. If this is not done the entries in QuickBooks® will be harder to trace or match.

## Corrections to e108s

If an authorized wing member changes an e108, then WMIRS will generate the following report which will be e-mailed to designated individuals.

**From:** webmaster@cap.af.mil [mailto:webmaster@cap.af.mil]  
**Sent:** Monday, March 10, 2008 7:40 PM  
**To:**  
**Cc:**  
**Subject:** Change to 08-A-3839--A by brendlett

BRENDLETT made a correction to WMIRS 108 08-A-3839--A on 03/10/2008 18:39:08

The details are below:

**CORRECTION: 08A3839A-X01**

	Tail No.	Aircraft Type	Total Hours/Miles	MX Rate	Total Cost	Fuel/Oil	Total
Original	N99559	172P	2.2	0.00	0.00	141.44	141.44
Change	N99559	172	2.2	0.00	0.00	86.15	86.15
Delta					0.00	( 55.29)	( 55.29)


This is a **PULLBACK** from the VA Wing of \$ 55.29 on funding source "A - Consolidated MX FY08"

In this case, an authorized member decreased the fuel amount to be reimbursed by changing the sortie fuel amount in WMIRS. This change resulted in another e108 to be generated with an "X" appended to number.

The following example is the original e108 showing the sortie that was later changed.

Civil Air Patrol Web Mission Information Reporting System (WMIRS)												
<a href="#">WMIRS Main Menu</a>												
CAP PAYMENT / REIMBURSEMENT DOCUMENT FOR AVIATION / AUTOMOTIVE / MISCELLANEOUS EXPENSES						FOR CAP-USAF USE ONLY						
						PRINTED / TYPED NAME, OFFICE SYMBOL, SIGNATURE, DATE REVIEWED						
1. Mission Number: <b>08-A-3839-A</b>			Start Date: 01/01/2008			Stop Date: 01/31/2008						
2. Mission Type:						3. Wing / Region: VA						
4A. Mailing Address: 7401 AIRFIELD DR RICHMOND, VA 232372250						4B. Phone Number and E-Mail Address: 804-743-2220 admin@vawg.cap.gov						
5. Invoice: PARTIAL						Estimate Outstanding: \$0.00						
A. Line Item	B. Date	C. Acft Type or Veh Make/Model	D. Acft ID or Veh ID or License	E. Owner	F. Hours Flown/ No. Miles	G. Hourly Rate Acft Minor MX	H. Acft Cost Claimed	I. Fuel and Oil Cost Claimed	J. Lodging/ Per Diem Claimed	K. Comm/ Other Cost Claimed	L. Comm/ Other Cost Desc.	M. Sub Total Claimed
1	01/04/2008	172	N98714	Corp	1.1	MX Prog.						\$ 0.00
2	01/04/2008	172	N98714	Corp	0.9	MX Prog.		\$ 126.95				\$ 126.95
3	01/04/2008	172	N98714	Corp	1.3	MX Prog.						\$ 0.00
4	01/04/2008	182	N818CP	Corp	1.0	MX Prog.						\$ 0.00
5	01/09/2008	182	N818CP	Corp	2.2	MX Prog.		\$ 155.93				\$ 155.93
6	01/09/2008	172	N98714	Corp	1.1	MX Prog.		\$ 100.35				\$ 100.35
7	01/09/2008	172	N98714	Corp	1.2	MX Prog.		\$ 48.50				\$ 48.50
8	01/09/2008	172	N9845L	Corp	0.5	MX Prog.						\$ 0.00
9	01/11/2008	172	N9507L	Corp	0.2	MX Prog.						\$ 0.00
10	01/22/2008	172	N99559	Corp	2.2	MX Prog.		\$ 141.44				\$ 141.44

The following example shows what the changed entry looks like in WMIRS.



**Management--**

**\*\* WMIRS Instructions \*\***

[Enter New Mission](#)

[Enter Training/Eval Request](#)

[Enter Military O-Flight Request](#)

[Current Missions/Sorties](#)

[Current Military O Flight List](#)

[Reports](#)

[Find Form 108](#)

Mission No. Search

[Advanced Search](#)

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[LogOut](#)

Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

[WMIRS Main Menu](#)


### 08-A-3839 Form 108(s)

**Previous Form 108's**

Form 108	Page(s)	Unit	Date	Created By	Aircraft Cost	Fuel/Oil Cost	Admin Cost	Comm/Other Cost	Total Form 108	Approval
08-A-3839-A		1 VA	03/07/2008	brendlett	\$ 0.00	\$ 573.17	\$ 0.00	\$ 0.00	\$ 573.17	elitt - 03/10/2008
08-A-3839-A-X01		1 VA	03/10/2008	brendlett	\$ 0.00	\$ -55.29	\$ 0.00	\$ 0.00	\$ -55.29	
08-A-3839-C		1 VA	03/10/2008	brendlett	\$ 0.00	\$ 55.29	\$ 0.00	\$ 0.00	\$ 55.29	elitt - 03/10/2008
08-A-3839-D		1 VA	04/20/2008	wvest	\$ 0.00	\$ 111.03	\$ 0.00	\$ 0.00	\$ 111.03	elitt - 05/02/2008
08-A-3839-E		1 VA	06/11/2008	tportanova	\$ 188.60	\$ 1,287.15	\$ 0.00	\$ 0.00	\$ 1,475.75	elitt - 06/12/2008
<b>Total:</b>					\$ 188.60	\$ 1,971.35	\$ 0.00	\$ 0.00	\$ 2,159.95	

\* NOTE: Form 108's with "X" after the number are corrections to the original Form 108. Click to see changes.

If you click on 08-A-3839-A-X01 the following screen appears.



**Management--**

**\*\* WMIRS Instructions \*\***

[Enter New Mission](#)

[Enter Training/Eval Request](#)

[Enter Military O-Flight Request](#)

[Current Missions/Sorties](#)

[Current Military O Flight List](#)

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Civil Air Patrol  
Web Mission Information Reporting System (WMIRS)

[WMIRS Main Menu](#)

### Corrections to WMIRS 108 08-A-3839--A for VA

**Funding: A - Consolidated MX FY08**

Sortie Date	Correction Date	Tail No.	Aircraft Type	Total Hours	MX Rate	Total Cost	Fuel/Oil	Lodging	Comm/Other	Total
08-A-3839-A						0.00	573.17	0.00	0.00	573.17
01/22/2008	03/10/2008	N99559	172	0.0	0.00	0.00	-55.29	0.00	0.00	-55.29
<b>Total Correction:</b>						0.00	-55.29	0.00	0.00	-55.29
<b>New 108 Total:</b>						0.00	517.88	0.00	0.00	517.88


# Recording Draft Backs in QuickBooks®

When an e108 is changed and the funds were previously paid to the wing then NHQ will need to draft back the difference. The following notice will be e-mailed to the wing notifying them of the draft back.

**From:** Lowtharp, Deborah [mailto:DLowtharp@capnhq.gov]  
**Sent:** Tuesday, June 24, 2008 8:51 AM  
**To:**  
**Cc:**  
**Subject:** Draft Notice

The attached will be drafted from the wing's bank account within the next three days. If you have any questions, please let me know.

**Deborah (Debi) Lowtharp, CPA**  
Deputy Director of Financial Management  
Cell: 334-221-7234  
Office: 877-227-9142 X 421  
Local: 953-7748 X 421  
Fax: 334-953-4285  
[dlowtharp@cap.gov](mailto:dlowtharp@cap.gov)



**National Headquarters Civil Air Patrol  
United States Air Force Auxiliary  
Maxwell AFB, Alabama 36112-6332**

**ACH DRAWBACK REQUEST**


**DATE:** 10-Jun-08

**CHECK TO:** VAWG

**AMOUNT:** \$55.29

**PURPOSE:** Corrections made via Wmirs after payments were made. Corrections for missions  
08-A-3839A -X01 Consolidated Mx Mission

**DISTRIBUTION:** **ACCOUNT NUMBER:** 81100-3330-KB-343-08-02-200 **AMOUNT:** \$55.29



To record the draft back in QuickBooks® a journal entry needs to be made. Select “Company” and then “Make Journal Entries” to open the following screen. Make sure you put your initials in the Entry Number.

The screenshot shows the QuickBooks Journal Entry window. The menu bar includes File, Edit, View, Lists, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The toolbar contains icons for Home, Customer Center, Vendor Center, Employee Center, Report Center, Invoice, Item, MemTx, Check, Bill, Reg, Acct, Search, Rmnd, Find, Backup, Feedback, General Journal, Services, Payroll, and Credit Cards. The Date field is set to 06/24 and the Entry No. is RMV08-1. The main table has the following columns: Account, Debit, Credit, Memo, Name, Bill, and Class. The first row of the table contains the following data:

Account	Debit	Credit	Memo	Name	Bill	Class
6300000 - From National Headquarters:6313000 - From NHQ - A/C & Veh Major Mx:6313012 - Consolidated Mx Ferry Fuel 1016000 - Cash In Bank:1016400 - Cash in Bank - General Fd BoFA	55.29		NHQ Draft Back 08-A-3839A-X01			
		55.29	NHQ Draft Back 08-A-3839A-X01			

A red-bordered box is overlaid on the table with the text: **Debit the income account and credit the bank account where the deposit was originally recorded**. At the bottom right of the window, there are buttons for "Save & Close" and "Save & New".