



Management System Chapter Accounting
It's All About Dollars to the Chapters.

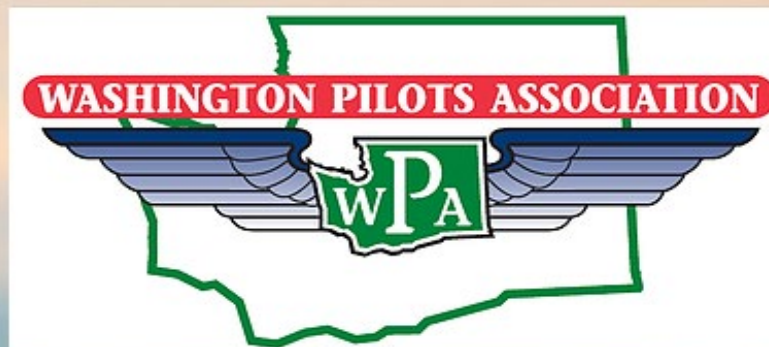
First, a Couple of Basics

www.wpaflys.org

The Renewal Process

To Advance and Protect the Interests of General Aviation in Washington State

THE WASHINGTON PILOT'S ASSOCIATION STARTED IN 1960 AND HAS GROWN TO OVER 1500 MEMBERS STATEWIDE AND INCLUDES 28 CHAPTERS. SINCE IT'S INCEPTION THE WPA HAS BUILT UPON THE 4 PILLARS OF WHY WE EXIST. WHETHER YOU'RE A VETERAN PILOT OR JUST DISCOVERED A PASSION FOR AVIATION, WE ARE PROUD TO WELCOME NEW MEMBERS WHO SHARE THE WONDERS OF FLIGHT IN THE PACIFIC NORTHWEST! YOU ARE THE VOICE OF ALL PILOTS FLYING IN OUR STATE AND WE KNOW THAT STRENGTH IN NUMBERS WORKS.



Advocacy - Outreach - Education - Social

More Information

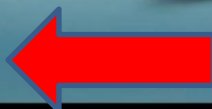
Advocacy

Aviation Scholarships

Member Credit Card Online Renewal Screen
The Easiest Way to Sign Up or Renew

Click Here

Join or Renew



Membership

Membership Information

Mission


2019 Application

Membership Management System

Member Credit Card Online Renewal Screen

The Easiest Way to Sign Up or Renew

WASHINGTON PILOTS ASSOCIATION

Washington Pilots Association*Promoting General Aviation Since 1960*

HomeCalendarLocal ChaptersMembershipLinksNewsletterContactsEducation

Online Dues Renewal / Signup

Welcome to the WPA Online Renewal system.


If you are a new or renewing member, please enter the following information.

Your Last Name:

Your Zip Code:

This Helps Avoid Duplicate Memberships for the Same Person

WASHINGTON PILOTS ASSOCIATION

 **Washington Pilots Association**
Promoting General Aviation Since 1960

HomeCalendarLocal ChaptersMembershipLinksNewsletterContactsEducation

Online Dues Renewal / Signup

Welcome to the WPA Online Renewal system.

If you are a new or renewing member, please enter the following information.

Your Last Name:

Your Zip Code:

Please select your name from the following list:

Name:	Chapter:	Zipcode:
Bud Smilanich	Shelton	98584

NOTE! If you are listed above, please click your name to continue.

Not you? Double-check your information in the form above and try again.

Still not found? Click the "New Member" button below.

If The Member DOES NOT Appear,
Click "New Member" Box



Already Renewed?

Our records indicate that you have previously renewed on **9/14/2018**.

**NOTE! Next Year (2020)
Begins September 1.**

You will not need to renew with the Washington Pilots Association for **2020** until **9/1/2019**.



[Do you want to proceed with your 2020 membership renewals?](#)

**Click Here if You Really
Want to Sign Up For The
Next Year**

[Return to homepage.](#)

**Member is Already Current. If The Member Elects to Proceed, They
Will Be Able to Update Their Member Information and
Pay By Credit Card**



Confirm Membership Information

The WPA strives to keep their membership information as current as possible.
Please take the time to correct any information in your file that is incorrect or out of date.

Chapter: Shelton

First Name:

Last Name:

Middle Initial:

Spouse Name:

E-mail Address:

☒ Allow the WPA and its Chapters to contact you via e-mail.

Phone Number: () -

Address:

City:

State: 

ZipCode:



Payment Information

Chapter: Shelton
Dues Amount: \$40.00



Subscribe to GA News? (\$25.00)

Optional Member Benefit

The WINGS Newsletter is mailed to you every other month.
Should you wish to receive an electronic copy ONLY please check the following:

☐ Electronic Copy

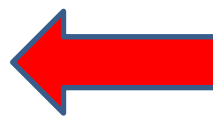


Check Here if You Want Electronic ONLY Copy of Wings

If you select "Electronic Copy," please be sure your email address is correct.

Political Action Committee (PAC): ☐

Youth Aviation Scholarship Fund: ☐



PAC Contributions (Optional)

Total Due: \$65.00

First Name on Card:

Last Name on Card:

Billing Address:

Billing City:

Billing State:

Billing Zip Code:

Credit Card Number:

Card Type:

Expiration Date:

CCV:

Default is VISA.

Be Sure to Change if MC



Submit Payment Information

Complete CC Transaction & Hit "Submit Payment" Button

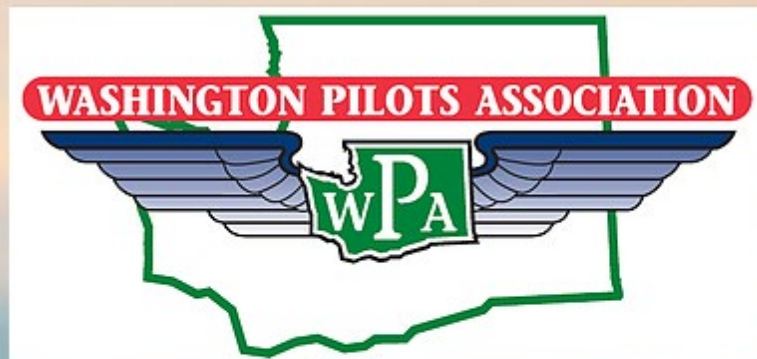
Accounting Functions

- **Chapter Treasurers Need to Keep Their Own Records and Reconcile With State Quarterly, NOT Annually, as Some Chapters Seem to Think is O.K. When Records Get Corrupted, This is Your Official Backup. Needs to be Current for Our Members Sake. It Also Helps Sort Out Any Issues --- Like Duplicates.**
- **As Soon As I Receive Chapter Payment, I Send a Check For What the State Owes the Chapter.**

You Must Be Logged In to Proceed

To Advance and Protect the Interests of General Aviation in Washington State

THE WASHINGTON PILOT'S ASSOCIATION STARTED IN 1960 AND HAS GROWN TO OVER 1500 MEMBERS STATEWIDE AND INCLUDES 28 CHAPTERS. SINCE IT'S INCEPTION THE WPA HAS BUILT UPON THE 4 PILLARS OF WHY WE EXIST. WHETHER YOU'RE A VETERAN PILOT OR JUST DISCOVERED A PASSION FOR AVIATION, WE ARE PROUD TO WELCOME NEW MEMBERS WHO SHARE THE WONDERS OF FLIGHT IN THE PACIFIC NORTHWEST! YOU ARE THE VOICE OF ALL PILOTS FLYING IN OUR STATE AND WE KNOW THAT STRENGTH IN NUMBERS WORKS.



Advocacy - Outreach - Education - Social

[More Information](#)

[Advocacy](#)

[Aviation Scholarships](#)

[Join or Renew](#)

[Political Action](#)

Membership

[Membership Information](#)

[Mission](#)

[2019 Application](#)

[Click Here](#)

[Membership Management System](#)

You Must Be Logged In

WASHINGTON PILOTS ASSOCIATION

 **Washington Pilots Association** *Promoting General Aviation Since 1960*

[Home](#) [Calendar](#) [Local Chapters](#) [Membership](#) [Links](#) [Newsletter](#) [Contacts](#)

Administrator Panel Log-In:

Member ID:

[What is my MemberID?](#)


Password:

[Forgot my Password?](#)

Washington Pilots Association PMB 397 227 Bellevue Way NE Bellevue, WA 98004-4721

The WPA Management System

WASHINGTON PILOTS ASSOCIATION

 **Washington Pilots Association** *Promoting General Aviation Since 1960*

HomeCalendarLocal ChaptersMembershipLinksNewsletterContactsEducation

USER: Smilanich, Bud (SMIBUD001)
Authorization: Unlimited (All Chapters)

Unlimited Plus: ☐
Unlimited: ☒
Director: ☐
Chapter: ☐
Member: ☐

ADMINISTRATION

USER Authorization	DEFINITION
View Only	May only view information specific to their Chapter. May look up an address or pull limited reports.
Chapter	May enter payment information, edit select member information and may pull Chapter Reports.
Director	May view/edit member and transaction information for all Chapters.
Unlimited	May enter/edit payment/member information and pull reports for all Chapters
Unlimited Plus	Same as Unlimited, plus the ability to modify User Access
Member	May view/edit their personal information!


Accounting
Membership
Communications
Marketing
Maintenance
Log Out

Go

Management System Accounting

How It Works With The Chapters

WASHINGTON PILOTS ASSOCIATION

Washington Pilots Association*Promoting General Aviation Since 1960*

HomeCalendarLocal ChaptersMembershipLinksNewsletterContactsEducation

USER:Smilanich, Bud (SMIBUD001)
Authorization:Unlimited (All Chapters)


Unlimited Plus:☐
Unlimited:☒
Director:☐
Chapter:☐
Member:☐

ACCOUNTING

- [Manual Payments \(Checks / Cash\)](#)
- [E-commerce \(Credit Card Payments\)](#)
- [Payment History by Member](#)
- [Check Number Reverse Lookup](#)
- [State Accounting](#)
- [Chapter Accounting](#)
- [GA News Accounting](#)

ACCOUNTING
MAIN MENU
(Chapters May Not Have
Access to All Menu Options)

Chapter Treasurer Recording Check or Cash Payments Received From Members


WASHINGTON PILOTS ASSOCIATION
 **Washington Pilots Association**
Promoting General Aviation Since 1960

Home Calendar Local Chapters Membership Links Newsletter Contacts Education

USER: [Smilanich, Bud \(SMIBUD001\)](#)
Authorization: [Unlimited \(All Chapters\)](#)

Unlimited Plus: ☐
Unlimited: ☒
Director: ☐
Chapter: ☐
Member: ☐

ACCOUNTING

 • [Manual Payments \(Checks / Cash\)](#)

[Home](#)[Calendar](#)[Local Chapters](#)[Membership](#)[Links](#)[Newsletter](#)[Contacts](#)USER: [Smilanich, Bud \(SMIBUD001\)](#)Authorization: [Unlimited \(All Chapters\)](#)Unlimited Plus: ☐Unlimited: ☒Director: ☐Chapter: ☐Member: ☐

Manual Payment Entry

Last Name: Chapter:

Or Enter

Member ID: 



USER: [Smilanich, Bud \(SMIBUD001\)](#)

Authorization: [Unlimited \(All Chapters\)](#)

Unlimited Plus: ☐

Unlimited: ☒

Director: ☐

Chapter: ☐

Member: ☐

Select Member

The name/code entered does not match any members in the database.

[Add New Member](#)



[Return to Main Page](#)

[Go Back One Page](#)

[Log Out](#)

MANUAL MEMBER PAYMENT

NEW MEMBER

BASICS

Be Sure To Select Chapter



WPA Member #:	NEWMEMBER	Chapter Affiliation:	<input type="text" value="Shelton"/>
Last Name:	<input type="text" value="Zinco"/>	Certificate Type:	<input type="text" value="No Information Provit"/>
First Name:	<input type="text"/>	Certificate Level:	<input type="text" value="No Information Provit"/>
M.I.:	<input type="text"/>		
E-mail:	<input type="text"/>	Hours Flown Last Year:	<input type="text"/>
Home Phone No.:	<input type="text"/>		
Business Phone No:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text" value="Washington"/>		
Zip Code:	<input type="text"/> - <input type="text"/>		
Occupation:	<input type="text"/>		
Spouse:	<input type="text"/>		

Aircraft Operations / Ownership

Primary Airport:

TRANSACTION:

\$ Amounts

The Chapter Amount: \$12
State Portion: \$28
Political Contributions: \$0
Youth Aviation Scholarship Fund: \$0
Sub-Total: \$40

\$25.00 (Optional) GA News: ☐

Total: \$40

Method of Member Payment

Recieved: ☐ Cash
☐ Check

Check #:

Date Recieved:

NOTE! There is NO Credit Card Option Here!

The *WINGS* Newsletter is mailed to you every other month.
Should you wish to receive an electronic copy **ONLY** please check the following:

☐ Electronic Copy

If you select "Electronic Copy," please be sure your email address is correct.

**Check Here if You Want
Electronic ONLY Copy of Wings**

Note: If sending a chapter check for multiple members, please identify each individual member.

For Credit Card payments... Proceed to online payment section.

Submit Payment

MUST Hit "Submit" Button!


Return to Main Page

Go Back One Page

ONCE!!!!!!!!!!

To Look Up a Member's Payment History

WASHINGTON PILOTS ASSOCIATION

Washington Pilots Association*Promoting General Aviation Since 1960*

HomeCalendarLocal ChaptersMembershipLinksNewsletterContactsEducate

USER: [Smilanich, Bud \(SMIBUD001\)](#)

Authorization: **Unlimited (All Chapters)**

Unlimited Plus: ☐

Unlimited: ☒

Director: ☐

Chapter: ☐

Member: ☐

ACCOUNTING

- [Manual Payments \(Checks / Cash\)](#)
- [E-commerce \(Credit Card Payments\)](#)
- [Payment History by Member](#)





USER: Smilanich, Bud (SMIBUD001)

Authorization: Unlimited (All Chapters)

Unlimited Plus: ☐

Unlimited: ☒

Director: ☐

Chapter: ☐

Member: ☐

View / Edit Transaction

Last Name: ×

Chapter: ▾

Or Enter

Member ID:



Search for Member

**USER:** [Smilanich, Bud \(SMIBUD001\)](#)**Authorization:** [Unlimited \(All Chapters\)](#)Unlimited Plus: ☐Unlimited: ☒Director: ☐Chapter: ☐Member: ☐

Select Member

The following member(s) matched your search terms. Please select the appropriate member.

Name	Address	City	State	Zip	Chapter
Smilanich, Bud	P.O. Box 459	Shelton	WA	98584	Shelton

[Return to Main Page](#)[Go Back One Page](#)[Log Out](#)

Example #1

WASHINGTON PILOTS ASSOCIATION

 **Washington Pilots Association**
Promoting General Aviation Since 1960

HomeCalendarLocal ChaptersMembershipLinksNewsletterContacts

USER: Smilanich, Bud (SMIBUD001)
Authorization: Unlimited (All Chapters)

Unlimited Plus: ☐
Unlimited: ☒
Director: ☐
Chapter: ☐
Member: ☐

 **All Transactions Made By Credit Card**

Transaction History: SMIBUD001

Listed below are all transactions in the database entered for this member:

Action:	State:	Chapter:	GA News:	Political:	YASF	Total:	Check/CC #:	Entered by:	Date:	State Date:
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	XXXX-XXXX-XXXX-0891	Credit Card	12/2/2013	1/7/2014
Edit Delete	\$19.00	\$12.00	\$25.00	\$0.00	\$0.00	\$56.00	XXXX-XXXX-XXXX-7034	Credit Card	12/1/2009	12/31/2009
Edit Delete	\$19.00	\$12.00	\$25.00	\$0.00	\$0.00	\$56.00	XXXX-XXXX-XXXX-7034	Credit Card	1/25/2011	5/29/2011
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	XXXX-XXXX-XXXX-7034	Credit Card	12/9/2011	3/9/2012
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	XXXX-XXXX-XXXX-0891	Credit Card	10/30/2012	1/7/2014
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	XXXX-XXXX-XXXX-3000	Credit Card	12/29/2014	2/15/2015
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	XXXX-XXXX-XXXX-3432	Credit Card	9/4/2015	10/4/2015
Edit Delete	\$28.00	\$12.00	\$0.00	\$0.00	\$0.00	\$40.00	XXXX-XXXX-XXXX-3432	Credit Card	9/1/2016	NA

Return to Main Page

Go Back One Page


Log Out

**This Is The Date That
State Reimbursed The
Chapter For Online
Payments**



Example #2

WASHINGTON PILOTS ASSOCIATION

 **Washington Pilots Association** *Promoting General Aviation Since 1960*

HomeCalendarLocal ChaptersMembershipLinksNewsletterContactsEducation

USER: [Smilanich, Bud \(SMIBUD001\)](#)
Authorization: [Unlimited \(All Chapters\)](#)

Unlimited Plus: ☐
Unlimited: ☒
Director: ☐
Chapter: ☐
Member: ☐

Select Member

The following member(s) matched your search terms. Please select the appropriate member.

Name	Address	City	State	Zip	Chapter
Cousins, Curtis	1661 W. Shelton	Shelton	WA	98584	Shelton

Return to Main Page

Go Back One Page

Log Out

USER: [Smilanich, Bud \(SMIBUD001\)](#)Authorization: [Unlimited \(All Chapters\)](#)**Mixed History-Credit Card/Cash/Check**Unlimited Plus: ☐Unlimited: ☒Director: ☐Chapter: ☐Member: ☐**Transaction History: COUCUR001**

Listed below are all transactions in the database entered for member:

Action:	State:	Chapter:	GA News:	Political:	YASF	Total:	Check/CC #:	Entered by:	Date:	State Date:
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	CASH	dobjoh001	1/10/2009	NA
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	9024	SMIBUD001	2/17/2011	NA
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	XXXX-XXXX-XXXX-2605	Credit Card	12/8/2011	3/9/2012
Edit Delete	\$19.00	\$12.00	\$0.00	\$0.00	\$0.00	\$31.00	CASH	smibud001	10/20/2015	NA

[Return to Main Page](#)[Go Back One Page](#)[Log Out](#)**Check/Cash
Payments****Credit Card
Payment**



USER: [Smilanich, Bud \(SMIBUD001\)](#)

Authorization: [Unlimited \(All Chapters\)](#)

Unlimited Plus: ☐

Unlimited: ☒

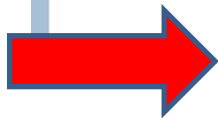
Director: ☐

Chapter: ☐

Member: ☐

ACCOUNTING

- [Manual Payments \(Checks / Cash\)](#)
- [E-commerce \(Credit Card Payments\)](#)
- [Payment History by Member](#)
- [Check Number Reverse Lookup](#)



**Look Here for Which Transactions Were
Paid for On a Specific State or Chapter Check**



USER: Smilanich, Bud (SMIBUD001)

Authorization: Unlimited (All Chapters)

Unlimited Plus: ☐

Unlimited: ☒

Director: ☐

Chapter: ☐

Member: ☐

Reverse Check Number Look Up

Check Number:



**Insert Chapter Or State
Check Number Here**

Check Type: ☒ State to Chapter

☐ Chapter to State

☐ GA News



Reverse Check Number Look Up

Check Number:




Check Type: ☒ State to Chapter
☐ Chapter to State
☐ GA News



Transactions settled with Check #1133

Name:	Settlement Date:	Amount:	Chapter:
neil morrison	5/17/2015	\$12.00	Clallam County
Loren Larson	5/20/2015	\$12.00	Clallam County
Andy Sallee	5/21/2015	\$12.00	Clallam County
John Meyers	5/23/2015	\$12.00	Clallam County
Dave Brandmeir	11/5/2015	\$12.00	Clallam County
Kenneth Brown	11/5/2015	\$12.00	Clallam County
Michael Gawley	11/8/2015	\$12.00	Clallam County
Alan Barnard	11/11/2015	\$12.00	Clallam County
Ray Ballantyne	11/13/2015	\$12.00	Clallam County

WASHINGTON PILOTS ASSOCIATION

 Washington Pilots Association *Promoting General Aviation Since 1960*

[Home](#) [Calendar](#) [Local Chapters](#) [Membership](#) [Links](#) [Newsletter](#) [Contacts](#) [Education](#)

USER: [Smilanich, Bud \(SMIBUD001\)](#)
Authorization: [Unlimited \(All Chapters\)](#)

Unlimited Plus: ☐

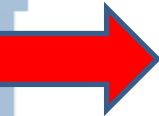
Unlimited: ☒

Director: ☐

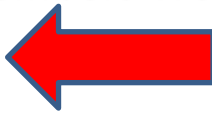
Chapter: ☐

Member: ☐

Reverse Check Number Look Up

 Check Number:

Check Type: ☐ State to Chapter
☒ Chapter to State
☐ GA News



Transactions settled with Check #1019

Name:	Settlement Date:	Amount:	Chapter:
DAVID CHULJIAN	11/5/2015	\$53.00	Clallam County
John Meyers	11/5/2015	\$28.00	Clallam County
David Miller	11/7/2015	\$28.00	Clallam County
Richard Gardner	11/16/2015	\$28.00	Clallam County
DENNIS TOEPKE	11/16/2015	\$28.00	Clallam County
Jack Brown	11/15/2015	\$28.00	Clallam County
MEL RUDIN	12/4/2015	\$28.00	CLALLAM COUNTY



USER: [Smilanich, Bud \(SMIBUD001\)](#)

Authorization: [Unlimited \(All Chapters\)](#)

Unlimited Plus: ☐

Unlimited: ☒

Director: ☐

Chapter: ☐

Member: ☐

ACCOUNTING

- [Manual Payments \(Checks / Cash\)](#)
- [E-commerce \(Credit Card Payments\)](#)
- [Payment History by Member](#)
- [Check Number Reverse Lookup](#)
- [State Accounting](#)



Online Signups

What State owes the Chapters

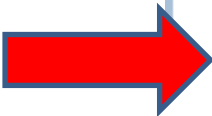
State Accounting:

Chapter:

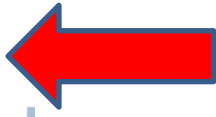
Date Range: to

I Insert The State
Check Number That
Goes Here

Set All State Check #'s To:



Name:	Payment Date:	Amt Due to Chpt:	Amt To St:	Check #	State Date:
William MacNaughton	7/23/2015	<input type="text" value="12.00"/>	19.00	<input type="text"/>	3/1/2016
Wilbur Van Pelt	11/5/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Bruce Norris	11/5/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Melvin Eaton	11/5/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Dan Hatch	11/8/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
David Divoky	11/10/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Randal Anderson	12/5/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Donald Anderson	12/10/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Michael Beare	12/22/2015	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Miguel Nelson	1/11/2016	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Charles Hower	1/15/2016	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016
Glenn Torgerson	1/17/2016	<input type="text" value="12.00"/>	28.00	<input type="text"/>	3/1/2016



Settlement
Date

Michael Beare	12/22/2015	12.00	28.00		3/1/2016
Miguel Nelson	1/11/2016	12.00	28.00		3/1/2016
Charles Hower	1/15/2016	12.00	28.00		3/1/2016
Glenn Torgerson	1/17/2016	12.00	28.00		3/1/2016
Jerry Norman	1/31/2016	12.00	28.00		3/1/2016
William Buchanan	1/31/2016	12.00	28.00		3/1/2016
Jennifer Haug	2/1/2016	12.00	28.00		3/1/2016
Ken Sullivan	2/1/2016	12.00	28.00		3/1/2016
Bruce Hilyer	2/2/2016	12.00	28.00		3/1/2016
Lars Durban	2/2/2016	12.00	28.00		3/1/2016
Will Beard	2/20/2016	12.00	28.00		3/1/2016
JETHRO PEOPLES III	2/21/2016	12.00	28.00		3/1/2016
Marlene Vale	2/28/2016	12.00	28.00		3/1/2016

Total Amount Due to Chapter: \$252.00

Total Records: 21

Submit Changes

Return to Main Page

Go Back One Page

Log Out

I Clear These Transactions From the Management System By Hitting the "Submit Changes" Button and I Send a Check to the Chapter for This Amount



USER: [Smilanich, Bud \(SMIBUD001\)](#)

Authorization: [Unlimited \(All Chapters\)](#)

Unlimited Plus: ☐

Unlimited: ☒

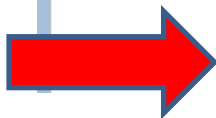
Director: ☐

Chapter: ☐

Member: ☐

ACCOUNTING

- [Manual Payments \(Checks / Cash\)](#)
- [E-commerce \(Credit Card Payments\)](#)
- [Payment History by Member](#)
- [Check Number Reverse Lookup](#)
- [State Accounting](#)
- [Chapter Accounting](#)



**This is an Opportunity for Chapter Treasures
to Reconcile the Management System With
the Chapter Records While Making Payment**



USER: Smilanich, Bud (SMIBUD001)

Authorization: Unlimited (All Chapters)

Unlimited Plus: ☐Unlimited: ☒Director: ☐Chapter: ☐Member: ☐

Be Sure That Date Range is
Outside Your Search Criteria

Chapter Accounting:

Chapter: Harvey Field Date Range: 01/01/2014 to 03/01/2016

Includes GAN, PAC, YASF

Enter Date Range

Set All Check #'s To

Name:	Payment Date:	Chapter Dues:	Amt Due To State:	Amt of Check to State << >>	GA News	PAC	YASF	Check #
Thomas Donnelly	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>
Richard Dawson	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>
William MacNaughton	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>

Chapter

NOT Member's Check Number

Chapter Accounting:

Chapter:

Date Range: to

Set All Check #'s To:

CHAPTER Check Number to State

Name:	Payment Date:	Chapter Dues:	Amt Due To State:	Amt of Check to State << >>	GA News	PAC	YASF	Check #
Thomas Donnelly	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Richard Dawson	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
William MacNaughton	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Kurt Nimmergut	12/23/2015	\$12.00	\$28.00	\$28.00 \$60.00	\$0.00	\$60.00	\$0.00	<input type="text" value="12345"/>
alexander urquhart	12/23/2015	\$12.00	\$28.00	\$28.00 \$25.00	\$25.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Paul Skoglund	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Thomas Nesko	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>

Total Check Amount: \$281.00

Chapter Sends \$281.00 to State

Set All Check #'s To:

Name:	Payment Date:	Chapter Dues:	Amt Due To State:	Amt of Check to State << >>	GA News	PAC	YASF	Check #
Thomas Donnelly	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Richard Dawson	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
William MacNaughton	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Kurt Nimmergut	12/23/2015	\$12.00	\$28.00	\$28.00 \$60.00	\$0.00	\$60.00	\$0.00	<input type="text" value="12345"/>
alexander urquhart	12/23/2015	\$12.00	\$28.00	\$28.00 \$25.00	\$25.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Paul Skoglund	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>
Thomas Nesko	12/23/2015	\$12.00	\$28.00	\$28.00 \$0.00	\$0.00	\$0.00	\$0.00	<input type="text" value="12345"/>

Total Check Amount: \$281.00

Total Records: 7

IMPORTANT!
Missed By Many Treasurers!
This Clears the Transactions From the Management System

Chapter Accounting to State

- Treasurers Need to Be Sure to Print 2 Copies of the Report. Keep One and **Send One** With the Chapter Check to State.

State/Chapter Accounting Issues

Follow The Money

Why the Process is **Critically** Important to the Chapters
(This Also Includes Chapter Use of the State Owned
“Square” Reader Transactions at Events---
A Separate Tutorial)

Scenario #1

Member Check/Cash Payments
Entered By Chapter Treasurer
**Chapter MUST Deposit Check for \$65.00
Into the Chapter Bank Account**

State \$28.00	Chapter \$12.00	GA News \$25.00	PAC \$XXX.00	YASF \$XX.00
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The Chapter Has **All** the Money in Its Account.

Per the Management System Reporting,
Chapter Then Sends \$28.00, +\$25.00 plus PAC & YASF (If Applicable)
to State, and keeps \$12.00

All Is Good!

Chapter Accounting:

Chapter:

Date Range: to

Set All Check #'s

Enter Date Range

Name:	Payment Date:	Chapter Dues:	Amt Due To State:	Amt of Check to State << >>	GA News	PAC	YASF	Check #
Thomas Donnelly	12/23/2015	\$12.00	\$28.00	\$28.00 : \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>
Richard Dawson	12/23/2015	\$12.00	\$28.00	\$28.00 : \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>
William MacNaughton	12/23/2015	\$12.00	\$28.00	\$28.00 : \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>
Kurt Nimmergut	12/23/2015	\$12.00	\$28.00	\$28.00 : \$60.00	\$0.00	\$60.00	\$0.00	<input type="text"/>
alexander urquhart	12/23/2015	\$12.00	\$28.00	\$28.00 : \$25.00	\$25.00	\$0.00	\$0.00	<input type="text"/>
Paul Skoglund	12/23/2015	\$12.00	\$28.00	\$28.00 : \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>
Thomas Nesko	12/23/2015	\$12.00	\$28.00	\$28.00 : \$0.00	\$0.00	\$0.00	\$0.00	<input type="text"/>

Total Check Amount: \$281.00

Chapter Sends \$281.00 to State

Scenario #2

Member Sends Check to State

- **IF** State Enters Member Information and Cash/Check Payment, What Happens?

(This is Why I Send the Checks I Receive Back to the Chapter Treasurers to Enter)

Scenario #2

Member Sends Check to State

- **State Deposits Check in State Account – State Has **ALL** the Money**

Scenario #2

Member Sends Check to State

- Management System **STILL** Reports That Chapter **OWES** State \$28.00 (State Dues) + \$25.00 (GA News) + PAC + YASF (If Applicable).

Scenario #2

Member Sends Check to State

- **BUT!** The Chapter NEVER RECEIVED or DEPOSITED THE MONEY!

TO RECAP! Scenario #2

Member Sends Check/Cash to State

- **IF** State Enters Member Information and Payment
- State Deposits Check in State Account – Has **ALL** the Money
- Management System **STILL** Reports That Chapter **OWES** State \$28.00 (Dues) + \$25.00 (GA News) + PAC + YASF (If Applicable).
- **BUT!** The Chapter NEVER RECEIVED or DEPOSITED THE MONEY!

This is WHY We Don't Want to Do This!


Online Payments

- State Has **ALL** the Money
- Management System Reports Only That State Owes Chapter \$12.00 Per Member Paid Online
- State Sends Check to Chapter **Clean and Neat!**

State Accounting:

Chapter:

Date Range: to



Set All State Check #'s To:

Name:	Payment Date:	Amt Due to Chpt:	Amt To St:	Check #	State Date:
Bill Van Pelt	11/16/2016	<input type="text" value="12.00"/>	28.00	<input type="text"/>	11/20/2016
Michael Klink	11/17/2016	<input type="text" value="12.00"/>	28.00	<input type="text"/>	11/20/2016

Melvin Eaton	10/25/2016	12.00		28.00		11/20/2016
Bruce Norris	10/25/2016	12.00		28.00		11/20/2016
Randal Anderson	10/27/2016	12.00		28.00		11/20/2016
J Patrick Carey	10/27/2016	12.00		28.00		11/20/2016
Ken Sullivan	10/27/2016	12.00		28.00		11/20/2016
David Divoky	10/27/2016	12.00		28.00		11/20/2016
Miguel Nelson	10/28/2016	12.00		28.00		11/20/2016
Michael Beare	10/28/2016	12.00		28.00		11/20/2016
Will Beard	10/29/2016	12.00		28.00		11/20/2016
Donald Anderson	11/1/2016	12.00		28.00		11/20/2016
Jeffry Phillips	11/5/2016	12.00		28.00		11/20/2016

 **Total Amount Due to Chapter: \$156.00**

Total Records: 13 State Sends Check for \$156.00 to Chapter

Submit Changes

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ACCOUNTING

- [Manual Payments \(Checks / Cash\)](#)
- [E-commerce \(Credit Card Payments\)](#)
- [Payment History by Member](#)
- [Check Number Reverse Lookup](#)
- [State Accounting](#)
- [Chapter Accounting](#)
- [GA News Accounting](#)



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USER: Smilanich, Bud (SMIBUD001)

Authorization: Unlimited (All Chapters)

Unlimited Plus: ☐Unlimited: ☒Director: ☐Chapter: ☐Member: ☐

GA News Payments

Chapter: All Chapters Date Range: 10/01/2015 to 03/01/2016

**This Is Where Member GA News
Payments Are Accounted for by Me.
Nothing for Chapter Treasurers to Do
Except Check the Box When They
Enter the Transaction.**

Set All Check #'s To:

Name:	Payment Date:	GA News Amount:	Check # to GA News:
WILLIAM WITZKE	2/14/2016	\$25.00	<input type="text"/>
Daniel Anderson	2/15/2016	\$25.00	<input type="text"/>
Einar Frimodt III	2/18/2016	\$25.00	<input type="text"/>
Joseph Bryant	2/20/2016	\$25.00	<input type="text"/>



Mission Statement

**To Advance and Protect the Interests of General Aviation
in Washington State Through Advocacy, Outreach,
Education, and Social Activities**

Questions? Need Assistance? Contact:

Bud Smilanich

budsmilanich@zazzo.com 425-891-8304