For Windows 98/2000/XP

QM Bookkeeper
Treasurer Bookkeeper

Thank you for selecting VSS QM Bookkeeper/ Treasurer Bookkeeper for your post / aux accounting activities. We are committed to bringing the finest in software products to Veterans Organizations. If you have questions or suggestions, please contact us.

If you plan to use this software with Windows 98/2000/XP, check your CD label for the correct version. If it is not, please call our sales office for the correct version of VSS for Windows 2000/XP.

Technical Support

Technical Support is provided by VSS.

Invoice provides your Post / Auxiliary licensed serial (registration) number.

Phone and office hours appear in footnotes throughout this User's Guide.

FOR AN EFFICIENT TECH SUPPORT CALL…

• Technical problem: BEFORE calling, take notes of the commands used, results or error messages received.

• Have your license (registration) number and these notes ready.

• You should be at the computer when you call.

Contents of VSS Package

1)	Bookkeeping Setup Disk(s) or CD
2)	Invoice/Receipt
3)	Bookkeeping User's Guide

Recommended System Requirements

Recommended minimum hardware…
486/50 mhz, 420 MB HD, (50MB free space on HD), 16 MB RAM; 2-Button Mouse; SVGA monitor, CD-Rom with 32x speed.

Recommended software…
Windows 98/2000/XP

Note: Your system should meet or exceed these specifications for satisfactory performance.
Your monitor (screen) resolution must be set to 800 X 600 in order to view and access all functions!
To do this exit all programs, right click on Windows 95 desktop, choose PROPERTIES, click the SETTINGS tab. Choose 800 X 600 pixels (minimum) in the DESKTOP AREA. Follow windows screen prompts.

Pre-Installation Preparation

The following preparation will be helpful when performing the setup. Once that activity is started, each portion must be completed (in sequence). If you are interrupted before completion, you must start with Step 1 and repeat the entire sequence again.

Information needed to perform Bookkeeping Module setup:

4		Fiscal Year start date for Post.

4		Copy of most recent monthly or quarterly report.

4		A list of expense and income items for your transactions.

4		Checking Account registers and/or Savings account statements.

4		A list of companies, vendors, employees, (or others) you will
write checks to on a regular basis.

Pre-Installation Preparation, cont.

<   1.   Purchase a box of 3.5"/1.4MB HD (high density) diskettes. These are available already formatted (convenient), or you may format them yourself.   These will be used to back-up, (and restore), your data.

          2.   Close all other programs which may be running.

Now you are ready to install QM Bookkeeper…

Installation

CD-ROM:
1).   **Insert the VSS Program CD into your CD-Rom Drive.**

2).   **VSS Program CD's are designed to begin installation automatically once the CD
        is inserted. If your installation does NOT begin automatically, Click the Start
Button.**
        **Choose, Run. Enter the Drive letter of your CD-Rom followed by.... :\install.exe.
        (i.e., D:\install.exe).**

3.)   **When the installation window appears click "OK". The installation will continue
through completion.   By default VSS will create a directory for the installation.**
        For best results this should not be changed.

4).   **Follow the on-screen instructions until the installation is completed.
        Remove the Program CD from the CD-Rom drive.**

5).   **A VSS Program group and icon will be placed on the Start Menu.**

6).   **You are now ready to launch and initialize VSS.**

7).   **Always follow the instructions in the User's Guide for using VSS software.**

**IMPORTANT: SHOULD YOU ENCOUNTER ANY PROBLEMS WITH ANY
PROCEDURE CONTACT VSS TECHNICAL SUPPORT IMMEDIATELY AT 1-573-
204-7827.**

Installation diskettes available upon request for a nominal charge.

You are now ready to see the versatility and functionality of
QM Bookkeeper / Treasurer Bookkeeper…

Books Setup

The next section will guide you through the setup procedure.

Please read each screen thoroughly and complete each section properly before continuing
to the next section.

IMPORTANT: Do not use commas in your data entry. VSS is pre-programmed to insert commas, dollar signs
and other necessary punctuation characters. Inserting these characters will adversly affect the backup and
restore functions of the program!

Welcome to the Setup Wizard for VSS Bookkeeping.
In order to complete the setup, you will need the following items:

1)   A copy of most recent monthly or quarterly report.

2)   A list of expense and income items for your transactions.

3)   Bank account registers and/or Savings account statements.

4)   A list of companies, vendors, employees, (or others), you will write checks
        to on a regular basis.

Do Not use the 'System Restore' button for your initial setup of your bookkeeping!

When you have all information at your fingertips, click 'Next' to continue.

        This will take you to Step1.......

QM Bookkeeper / Treasurer Bookkeeper Setup

Step 1: Choose Fiscal Year

        -Click the 'Change' button to enter beginnining day of you fiscal year. Type date (M/d/yyyy), click 'accept' or 'cancel'.

        -Click the 'Next' button to continue to Step 2.

Step 2: Audit Accounts

        QM Books Pro ships with 7 standard audit accounts, these accounts cannot be renamed.

        -Add account-

        -Rename

        -Delete

Step 3: Bank Accounts

        -Rename

        -Delete

        -Add

    After bank accounts have been entered correctly, click 'Banks OK' button. Now you must assign each audit account to the proper bank account. Highlight appropriate bank account, then click the audit account, click 'Assign to Bank' button. You may 'undo' if you make a mistake.

    To review which bank each audit account is tied to click the 'Bank Assigned' button.   Click 'Change Bank' button if you need to assign an audit account ot a different bank account.

    *You can always add additional audit accounts and bank accounts at a future date.

Step 4: Account Balances

        -Select the month that you wish to begin entering day to day transactions. Click "Accept".

Step 4 cont.:

        -Move to each audit account listed respectively. Type in the correct beginning balance (from your monthly or quarterly report), it is not necessary to use the $ sign.

Step 5: Reconciliation

        -The beginning balance of All Accounts must equal the total of All Bank Accounts. These figures will also equal the total of your Statement of Funds, ending balance.

        -When figures equal click 'Next' to continue.

Step 6: Expense Item Setup

        -Highlight each audit account respectively, you may add, delete, or rename any expense item at this time. You can also add additional expense items at a later date. (Important Note: Each audit account is limited to 75 expense item entries.)

Step 7: Income Item Setup

        -Highlight each audit account respectively, you amy add, delete, or rename any income item at this time. You may add additional income items at a later date. (Important Note: Each audit account is limited to 75 income item entries.)

Step 8: Vendor Setup

        -The 'Edit' button allows you to: -Add Vendor
                                          -Remove Vendor
                                          -Change Vendor
                                          -Save Changes

You can always add more Vendors as the need arises. Click 'Next' to advance to step9.

Step 9: Sample Monthly

        -Cash Balance This Period should equal the Cash Balance this Period from the monthly report you used for setup.

Step 10:   Sample Quarterly

    -The Net cash Balance at end of quarter should equal the Total in reconciliation of fund balances. (Note: If the figures do not match your last report, click your 'Back' button to Step 4 and check your ending balance figures for all audit account balances.) When figures are correct, click 'Next'.

        System Information:
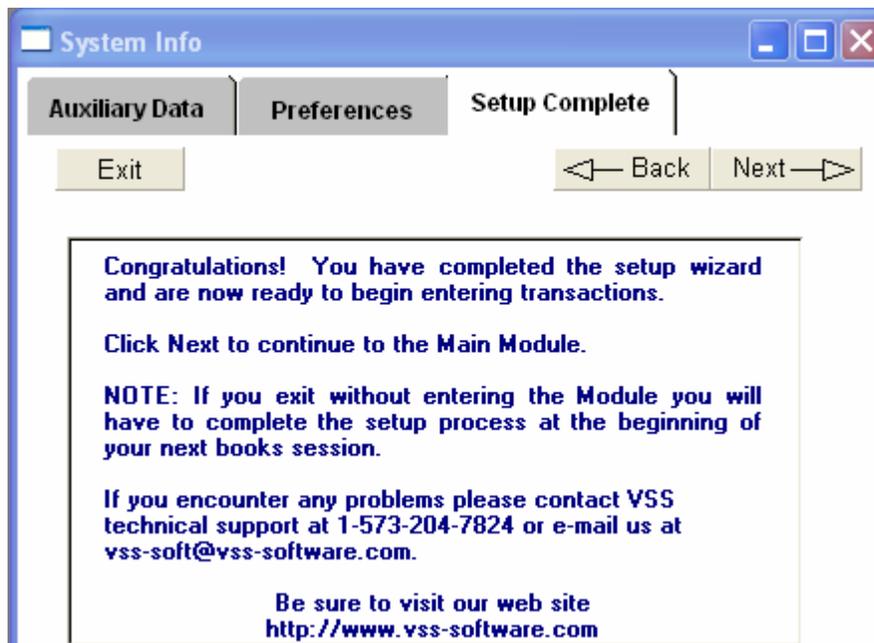
            Post Data: Enter correct information for your post, This data will transfer to your quarterly reports.

            Preferences: Print Computer Checks
                        Print Checks (pre-printed check #'s)
                        Enter Name of Payor when posting receipts
                        Select Printer
                        Printer Setup
                        System Security (assign password)
                        Assign Browser

    Your Setup is now complete. Click 'Next' to advance to Books Main Menu.
    If you click 'Exit' you will abort the setup routine and will have to start over.

You are now ready to begin entering day-to-day transactions.

Setup Complete Window

System Info

Auxiliary Data	Preferences	Setup Complete

Exit   ◁— Back   Next —▷

Congratulations! You have completed the setup wizard and are now ready to begin entering transactions.

Click Next to continue to the Main Module.

NOTE: If you exit without entering the Module you will have to complete the setup process at the beginning of your next books session.

If you encounter any problems please contact VSS technical support at 1-573-204-7824 or e-mail us at vss-soft@vss-software.com.

Be sure to visit our web site
http://www.vss-software.com

You have completed the setup process! Click Next to move to the Main Menu, Back to make corrections or Exit to Abort Setup.
Caution: Exit will require the setup process to begin at your next entry to VSS Books.

QM Bookkeeper Overview

Prior to entering transactions to the system, it is important to understand the relationships between Audit Accounts, Expense & Income Items and Bank Accounts, one to another. The example below will outline these relationships. Please study it carefully until you understand fully how each relates to the other before attempting to enter data into VSS Books.

You spend money to buy items which are needed or desired. These items are called expense items. Money that is expensed for items must be charged to a specific area of your operations. These areas are called Audit Accounts. So, if you purchase an office chair for the post, the Audit Account would probably be the Post General Fund and the Expense Item would probably be Office Equipement or Furniture. Now, where does the money come from. Every Audit Account is assigned a Bank Account to handle it's money. This could even be the same Bank Account for every Audit Account, and when transactions are properly recorded the system will still know how much money (of the total bank balance) belongs to each individual Audit Account. If the Post

General Fund remains assigned to General Fund Checking (unless you change it), the money for our example will come from General Fund Checking. For tracking purposes the transaction would look like this.
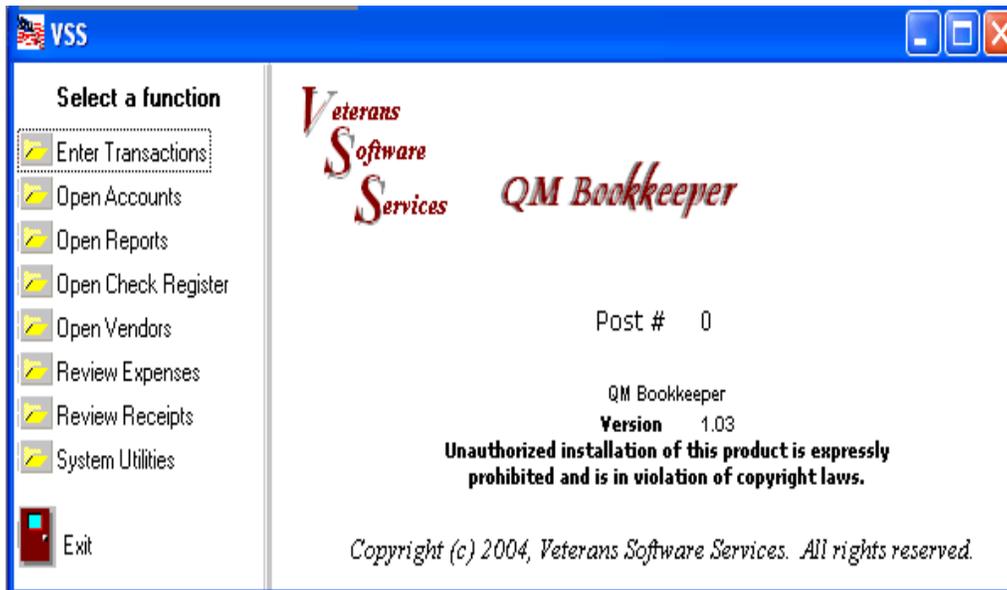
 Check from General Fund Checking (bank account), paid to ABC Office Supply, Charged to Post General Fund (audit account) for Office Equipment (expense item).

The same is true for income. Revenues come to the post. These revenues are generated from a specifically defined income item, which is assigned to a specific Audit Account, and deposited to the bank account assigned to that Audit Account. The system then makes a record crediting this Audit Account with the sale of this income item, and posts a deposit of that amount to the bank account which holds the money of this Audit Account.

As you enter transactions it is extremely important that each entry be assigned an expense or income item, from a specific Audit Account and that the bank account for funds of this Audit Account is properly identified. In this way, VSS Books can and will track every expense and income item, directly to it's proper Audit Account and bank account. You will be provided Audit Account lists and Income or Expense item lists for selection during every transaction entry. It is up to you to make the appropriate decisions when entering them.
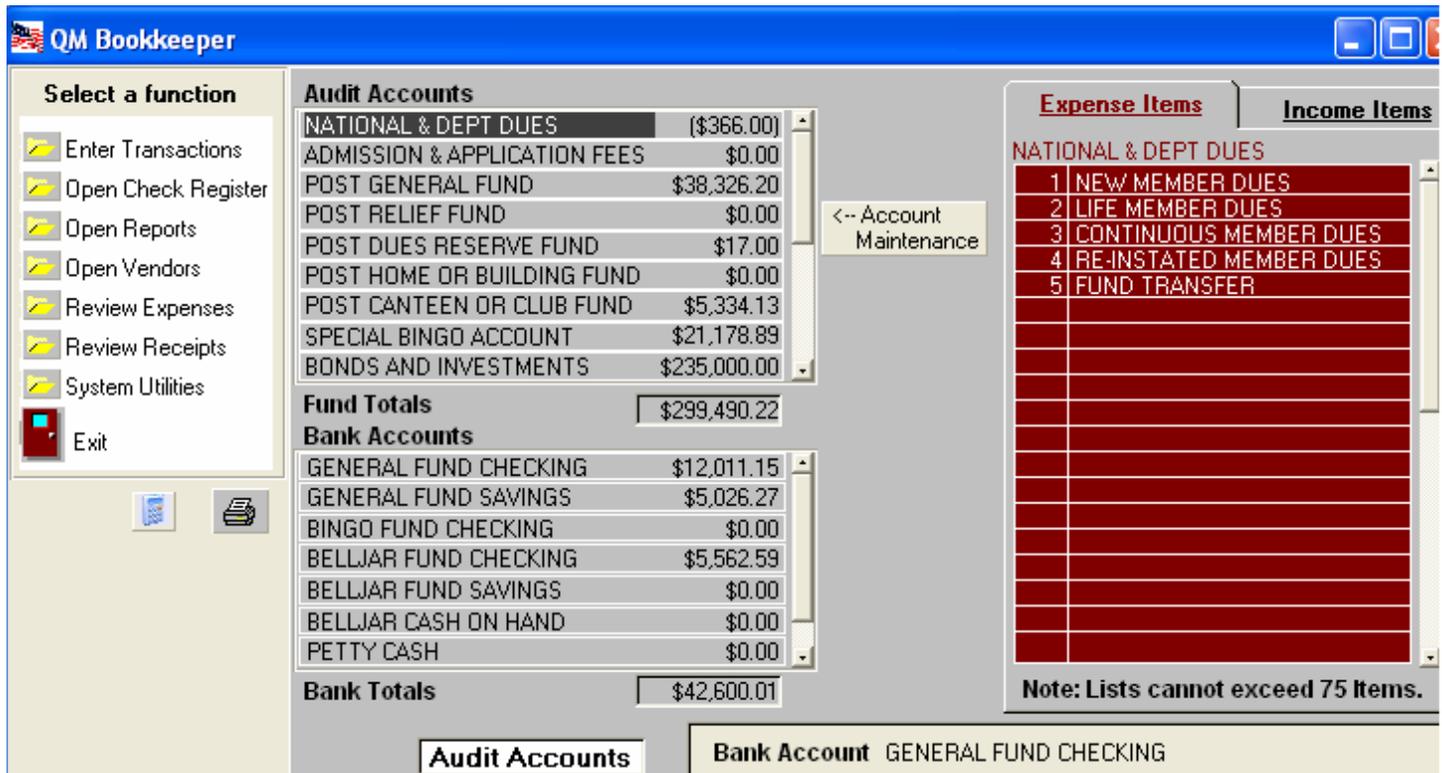
Remember, you can rename, delete or add Audit Accounts, Bank Accounts, Income and Expense Item lists. However, Income and Expense Item lists are limited to 75 entries. And, no modifications can be made once an item has been used in a transaction.   Plan your Audit Accounts, Income and Expense Item lists carefully and VSS will make tracking your finances easier than you ever imagined.

QM Bookkeeper Console

Select a function to start your transaction tracking....

Open Accounts...

Posting Receipts

Receipts (posting)

To enter receipts, simply enter the deposit date and deposit total. By default the deposit date inserts the current date entered. You can change this date if needed. Enter the Total amount of this deposit.

In the deposited items table enter each item included in the deposit. Be sure to select the appropriate Deposit Fund and Item Description for each item listed in the deposit.

Enter figures with or without decimals. Do not enter "$" signs. The system knows these are dollars and entering "$" will result in an error.

Tips: Do not attempt to assign Deposit Items to Audit Accounts which use different bank accounts. The system will reject this attempt.

When the list of deposit items exceeds the total deposit, an expense situation is created. Obviously an amount of the total of income items will not be deposited. Enter these amounts in the Deposit Items table using the "-" sign (negative). Expense (negative) items should be entered first. In this fashion the system cannot reach a balanced total until all Deposit Items have been entered. The system will display the appropriate expense item list during the detail assignment of the deposit posting.

Click "Cancel" to discard all portions of any deposit entry at any time prior to clicking "Post" in the detail recap. (Note: Corrections or deletions can be made later in the Summary Windows if necessary). At times Deposit Items may appear to remain after clicking "Cancel". If this occurs, close the Receipts Window, returning to the Main Notebook. When you re-enter the Receipts Window the Deposit Items will be removed.

Select Function Options:

Enter Transactions → Log Disbursements (issue check)
                                Transfer Funds
                                Post Receipts

Open Check Register Opens check register if items have been posted.

Open Reports....   Opens the standard reporting functions

Open Vendors   Opens the Vendor listing window for adding or updating vendor information

Review Expenses   Expense Summary by Account

Review Receipts   Income Summary by Account

System Utilities   Options for selecting advanced system functions

Exit   Exits VSS Books

Check Issue

Transaction Window

Log Check	Log Electronic Transaction		Undo

Post #   Issue From:

Month   Day
Feb ▾ 24 ▾
Date

Pay to the order of

Vendors

Check Number

Amount

Click the Issue Check or Electronic Transaction button as appropriate. (Electronic Transaction should be used to enter transaction for which you have no check # to record).

You will be presented with a list of Bank accounts which have been designated for issuing checks. (Note: checks cannot be drawn on savings accounts. Funds can be Transferred from savings accounts).

Select the appropriate bank account for the transaction. (Note: Electronic Transactions are assigned a number by the system and cannot be edited. Check numbers may be changed as desired).

Complete all information required as you would a hand-written check. When a new payee is entered for the first time you will be prompted to save this payee to your vendor list. (Additional Vendor information may be entered through the Vendor tab.

Use the tab or enter key to move through the fields of the check.

The "Undo" button will discard the current data and remove the check form. Re-start the check issue procedure from the menu.

Transaction Window

Log Check   Log Electronic Transaction

Post #   Issue From: GENERAL FUND CHECKING

Check Number
2037

Month   Day
Aug ▾ 24 ▾

Date Jul 01, 1999   Vendor   Amount
Pay to the order of National Hdqrtrs $35.00

Undo

Expense Description	Amount	Memo
CONTINUOUS MEMBER DUES	$35.00	

Enter

Transaction Total: $35.00

When exiting the check amount field, you will be prompted for the amount of this expense item. Enter the amount for this particular
expense item. Choose the Audit account and expense item as the lists are displayed.
Repeat this process until the total of all Expense Description entries are equal to the amount of this check.
When the check and details are correct click the "Enter" button. The check will be logged and you will asked if you wish to Print this check. Enter "Yes" or "No". (See Printing Checks section). Repeat this process for entering Electronic Transactions.
Close the Check Issue window from the menu.

Standard Reports

QM Bookkeeping Reports

Report Categories

	Financial Statements
	Accounts Payable
	Accounts Receivable
	Account Reconciliation

Available Reports

- Monthly Rcpt and Disburse Rpt
- Quarterly Trustee Report
- General Ledger Report
- 990 Worksheet

View Vendors

Quick Find   **Cancel Entry**

Vendor Name	History
BAY BANK	☐
BUFFALO ROCK	☐
CAROL MACDONALD	☐
CARROT-TOP INDUSTRIES	☐
CULLIGAN	☐
DAFFIN SUPPLY	☐
DEPT. OF BUS. & PROF REG	☐
DISTRICT 17 VFW	☐
DON BECHLER	☐
FL DEPT OF REVENUE	☐
GATOR DISTRIBUTORS	☐
GULF POWER	☐
HOME HELPERS	☐
INLET BEACH WATER SUPPLY	☐
LAGUNA BEACH SUPPLY	☐

Street

City   St   Zip Code

Contact

Phone   Fax

E-Mail

Terms Must Be Entered In Number of Days (i.e., 10, 20, 30, etc.)

Discount %   Terms

0.0 %   0

Vendor Window

Follow the instructions found in the Vendor section of the Setup procedure in the manual.

Bank Reconciliation
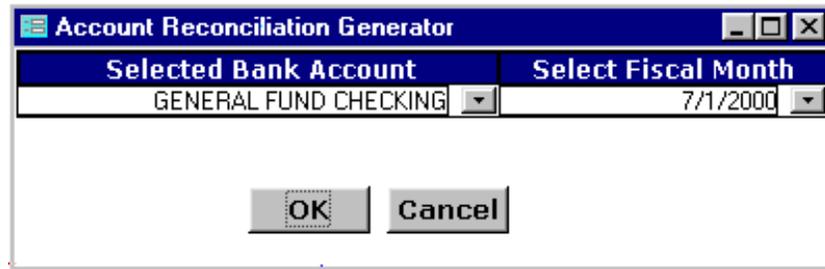
Bank Account Maintenance (account reconciliation)

Select a bank account listed in the Main window. Click "Bank Maintenance",
"Bank Services", "Reconcile Account". The window shown at right will appear.

Select the desired bank account and the month to reconcile. Click OK.
Cancel or Close returns to the Main window. The window below will appear,
displaying all items listed for the selected account and date.

Reconciliation figures appear in the top right hand portion of the window, indicating the prior balance + and - transactions posted since the selected date. The items listed in the lower portion of the window can be cleared as shown on the bank statements. After making changes to these items, close the window and open the reconciliation window to re-compile the reconciled figures.

Bank Service Charges and Returned Checks are entered thru the Bank Maintenance, Bank Services menu.

Account Reconciliation Detail

BANK ACCOUNT: GENERAL FUND CHECKING

Audit Accounts	Balance
ADMISSION & APPLICATION FEES	$0.00
NATIONAL & DEPT DUES	$8.00
POST DUES RESERVE FUND	$6.00
POST GENERAL FUND	$77.00
POST HOME OR BUILDING FUND	$0.00
POST RELIEF FUND	$0.00
	$91.00

Balance as of 6/30/2000	$75.00
+ Additional Credits since 6/30/2000	$26.00
- Additional Debits since 6/30/2000	$10.00
Current Balance	**$91.00**
- Uncleared Deposits	$20.00
+ Uncleared Debits	$10.00
Current Statement Balance	**$81.00**

Locate Item ▼ Report Date [6/30/2000] Apply Filter   Change View

Ref #	Date	Deposits	Debits	Cleared	Date Clrd
1	04/21/01		$10.00	▪	
FUND TRAN	04/21/01	$6.00		✔	4/21/2001
DEPOSIT	04/21/01	$20.00		▪	

Statement Changes =>
- ○ Clear
- ○ Un-clear
- ○ Clear All
- ○ Un-clear All

DO_IT!

Total Items   3 $26.00 $10.00
Payee: Bill Evans

The System Utilities option provides access to the following functions.

Post Data... (See Setup Procedure, Page 8). It is important to include all information provided for in order for Quarterly
Trustee reports to be correct.

Backup... Follow on-screen prompts to make current backups.

Restore... Follow on-screen prompts to restore data from back-up copy.

Reset Fiscal Year... (See Setup Procedure Page 9).

New Year Initialization... (See Illustration Page 44).

Preferences... System Security (assign password), Assign Browser (choose Web Browser), also an additional list of preferences.

Initialize New Fiscal Year
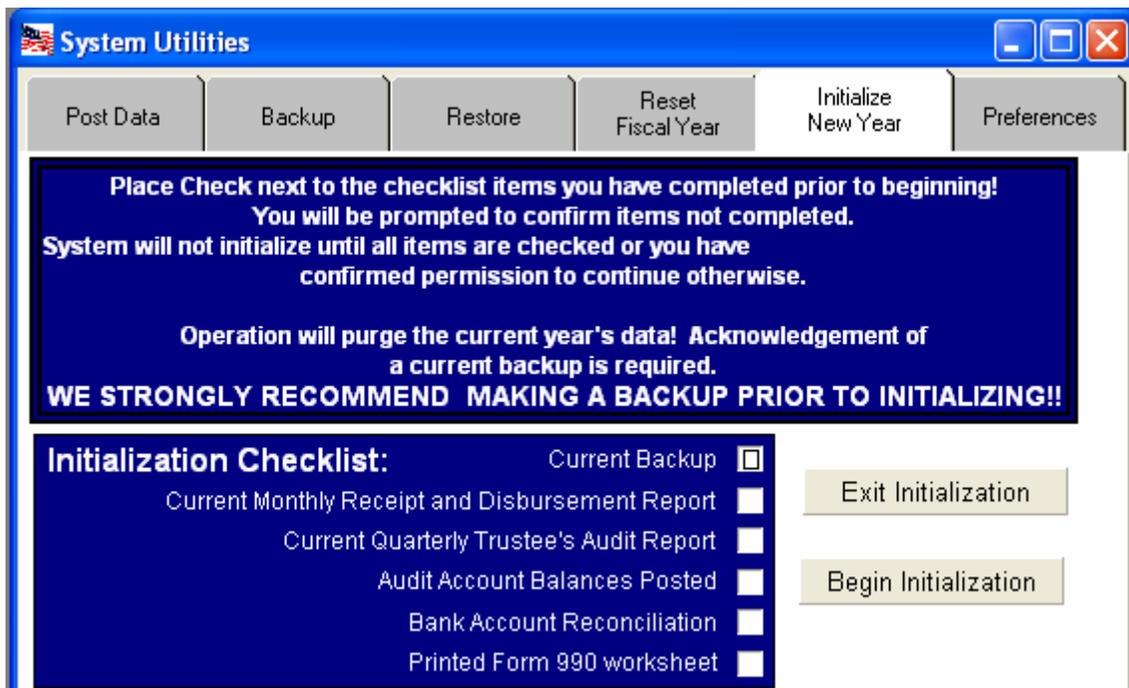
Follow the on-screen directions for initializing the system to begin a new fiscal year. If you have questions contact VSS Technical Support @ 1-573-204-7824.