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Install Quartermaster Deluxe ©
a.   Insert the Quartermaster disk or CD.
b.   Click on Start and Run
c.   When the pop up window appears, select the drive where you put the disk.
d.   Select file named Qmdx.exe and click OK.
e.   Quartermaster Deluxe will be loaded automatically.
f.   Restart the computer.
g.   Click on the Quartermaster icon to use program.

Windows ® Features: In Windows ® applications, there is a row of words across the top of each screen.   This row is called a "tool bar" and the headings are called "menus."   Quartermaster Deluxe © contains 9 menus which are described below:
ADDRESSES is for maintaining member's records.
MONEY is for maintaining receipts and expenditures.
REPORTS is for displaying or printing reports.
UTILITIES is for maintaining the post address, beginning balances, fund names, accounts, copying files from Internet, restoring backed up files, changing windows resolution, deleting old data and closing the year.
VENDORS is for maintaining vendor records.
EMPLOYEES is for maintaining employee records.
STOCK is for maintaining stock records.
HELP is where you can get help.
EXIT is for quitting and backing up your data or quitting without backing up your data.

ADD BUTTON will clear the screen for input of new information**.   If you want to enter new information you must click on the ADD Button before entering data.**   You then enter the information and click on the SAVE Button.   If you change your mind and don't want to save the information you entered (before clicking on the Save Button) you click on the ABORT Button to clear the screen.

ABORT BUTTON.   Should you decide you don't want to enter the new information (before clicking on the SAVE Button) all you have to do is press the ABORT Button and the screen will be cleared.

SAVE BUTTON will save the information you input.   If you want to change a record, click on the record in the bottom of the screen and the record will appear in detail at the top of the screen.   Type in the changes you want to make and then click on the SAVE Button.

DELETE BUTTON will delete the record you chose.   If you want to delete a record, click on the record in the bottom of the screen and the record will appear in detail at the top of the screen.   If this is the record you want to delete, click on the DELETE Button.
 PRINT BUTTON will display and print the record you choose.

CLOSE BUTTON will close the screen.

FUNDS & ACCOUNT CODES Employs Funds/Bank Accounts and a Chart of Accounts, so, you can monitor your post's activities and also manage a business. When you print the VFW required reports, income and expenditures for each fund will be printed. When you print the Income Statement, it will consolidate and total each account number you have used.

After installing the software the first thing you want to do is enter set-up information

Utilities/Post Information:
From the Tool Bar, Click on Utilities and pull down to Post Information, which is divided into 4 folders. Make this selection when you first receive the program. Some information you will enter only once a year, other information you will enter as it changes.

Post Address Folder:
enter District Number, Department (State) Code, Post Number, Post Name, Post Address, Post Phone No., and Commander's Name.

Quartermaster's Address Folder:
enter Quartermaster's Name and Address.

Fund Names Folder:
enter names and beginning balances for all of your Funds.   You may name the funds anything you like, however, it is suggested you name one fund "General Fund" and another "Reserve Fund" because you will need a checking account and a reserve fund.   The VFW requires 50% of dues to be received in the Reserve Fund and transferred to General Fund on June 30th before you close the year.

Other Financial Information Folder:
enter amount of outstanding bills, value of real estate, amount of liability insurance, amount owed on mortgages and loans, value of personal property and amount of property insurance.

Utilities: Income Accounts: Income accounts must be greater than 99 and less than 500.
 From the Tool Bar, Click on Utilities and pull down to Income Accounts.   Before you start to enter new income accounts, click on the Print Button and print out the Income Accounts and review them.   You don't have to use all of these accounts, but do not delete or change accounts 100, 250, 251, 252, 280, 300, 400, 425 or 450.   They are required to print the 990 Work Sheet.   Also, accounts 250 and 251 are reserved for receipt of member dues. All other account numbers can be changed and or deleted.

If you don't want to create more specific accounts, you can use accounts 100, 250, 251, 252, 280, 300, 400, 425, 450. If you want to create more specific accounts, you must keep them in the correct sequence. Accounts for "Sale of Inventory" must be between 101 & 249, "Contributions" 253 to 279, "Services Rendered" 281 to 299, "Fund Raisers" 301 to 399,   "Investment Income" 401 & 424, "Sale of Assets" 426 and 499 and "Other Revenue or Income" 451 and 499.

Utilities: Expense Accounts: Expense accounts must be greater than 499 and less than 999.

From the Tool Bar, Click on UTILITIES and pull down to Expense Accounts. Before you start to enter new expense accounts, click on the PRINT Button and print out the Expense Accounts and review them.   You don't have to use all of these accounts, but do not delete or change accounts 500, 650, 651, 652, 653, 654, 700, 800, 900, 925 or 945.   They are required to print the 990 Work Sheet. All other account numbers can be changed and or deleted.

If you don't want to create more specific accounts, you can use accounts 500, 650, 651, 652, 653, 654, 700, 800, 900, 925 or 945.   If you want to create more specific accounts, you must keep them in the correct sequence.   Accounts for "Cost of Goods Sold" must be between 501 and 649, "Cost of Dues" is 650, "Cost of Grants" is 651, "Employee Benefits" is 652, "Employee Wages" is 653, "Cost of Assets Sold" 655 to 699, "Fund Raiser Cost" 701 to 799, "Maintenance/Occupation Cost" 801 to 899,   "Printing and Postage" 901 to 924, "Professional Fees" 926 to 944 and "Other Expenses" 946 to 999.

Manually Add Member's Addresses:

Click on ADDRESSES and pull down to Open.   See the entry field "View."   You can view the member's records by Last Name or by Card Number.   To Add a new member you must first click on the ADD Button.

Member No.
You can't add a new member to the computer without a card no.   It is suggested you use the no. on a P2 Card to add new members to the computer until their card no. come from National. To change a card no., uncheck "Search by Member No."   Then enter the new no. and click the SAVE Button.
Paid Status: Select paid status

Member's Name and Address:
Click on each entry field or use the "tab" key to move to the entry field and enter the member's name, address and phone number.
If you intend to take advantage of the bulk mailing rates, you must enter the full 9 digit zip codes and enter the Delivery Point (the last 2 digits of the address number.   If the address is 1086 Mosstree Dr., you must enter 86 for the Delivery Point.

Service Records:
If you have resolution set at (600 X 480) or (800 X 600) Service records are entered by clicking on the folder tab at the top of the windowk.   If you have resolution set at (1024 X 768) Service Records can be entered on the same window as the member's address.

Receive and Pay Money

Deposit Numbers:

Set up a book with deposit numbers beginning with 1.   As you first begin to receive money (before you go to the bank to deposit the money,) enter 1 for the deposit number.   Continue using deposit number 1 until you go to the bank. After you make the deposit, begin using deposit number 2 or the next number in sequence.   By assigning deposit numbers you will be able to print out the Check Book Report, which will compare to the Bank Statement you get from the Bank. If you want to change a deposit or want to review your deposits, go to the Deposit Screen**.**

Receive and Pay Dues.

Receive dues from a member: From Tool Bar, click on **MONEY** and pull down to **Receipts.**
Click on the ADD Button. Enter all requested info: From (Member's Name) For (Dues) check no. date, deposit number, account number (250) and change the member's record to (PC).
Receive the total amount in the General Fund because you will have to pay it all out when you pay National.
Click on SAVE and OK.

Pay Dues to National
From the Tool Bar, Click on **MONEY** and pull down to **Payments.**
Click the ADD Button.
Select account to use (650)
Enter check number if not printing checks.
Enter date.
Enter the amount to pay.   If a member has paid dues to the post, make out a check to National. Take the entire amount of money out of the same fund you received it under, i.e. General Fund. Remember, you will get the Post's portion later.
Click SAVE & OK.

Receive Dues from National: From the Tool Bar, click on **MONEY** and pull down to **Receipts.** National will receive your member's dues and send them their cards. Then National will send you the post's share of the dues. This is usually an accumulated amount covering more than one member   Click on the ADD Button. Enter all requested info: From (VFW National) For (Dues) check no. date, deposit number, account number (251)   Click on SAVE and OK.   Remember to receive 1/2 the amount in the Reserve Fund and 1/2 in the General Fund. Remember to change the member's record to PAID (PC)

Receive Other Money:

From the Tool Bar, Click on MONEY and pull down to Receipts.
Click on ADD.
For "From," enter name of payer.
For "For," enter item sold or reason for receiving the money.
Enter check number and Deposit Number.
Enter date received.
Select account number.
Enter amount received in applicable fund.
Click on SAVE & OK.

Pay Other Money:

From the Tool Bar, Click on Money and pull down to Payments.   Select either
Vendor or Employee.
Click on Add.
Click on the Vendor or Employee Select Button
Select the Vendor or Employee by double clicking on the Name.
ACCOUNT: Scroll through Accounts and select account to use
FOR: enter description of purchase
VOUCHER NO: appears automatically and cannot be
changed.
CHECK NO: appears automatically but can be changed.
Enter check number if not printing checks.
DATE: appears automatically, but can be changed.
Enter amount paid in applicable fund.
Click on Save & OK.

Change or Delete Receipts or Payments.

From the Tool Bar, click on MONEY and pull down to Payments. Records are
displayed in descending order; so latest entry will be displayed first:
Click on the record to change or delete.
The record will appear on screen.
Make changes if desired.
Click on SAVE or DELETE & OK.

Transfer Money between Funds:

From the Tool Bar, Click on Money and pull down to Transfer.   First click on the ADD
Button.   Enter the amount to be received on the Plus Side and   then click on the Acct. No.
next to Receipt No. select the account by double clicking on it.   Enter the amount to be
withdrawn on the Minus Side and   then click on the Acct. No. next to Voucher No. select
the account by double clicking on it.   As you enter amounts they will appear in the
"Undistributed Amount" field.   When the plus (+) amounts = the minus (-) amounts, the
Undistributed Amount will be zero (0) and you will be able to complete the transfer by
clicking on the SAVE Button.
Date: entered automatically, but can be overridden.
Why: entered automatically.
General   Fund: enter applicable amount for this fund.
Reserve Fund: enter applicable amount for this fund.
Optional Funds (8) :   enter applicable amount for these funds.

Add or Change Deposit Numbers to Previous Receipts:

You must receive money before you can display it. From the Tool Bar, Click on MONEY and pull down to Deposits. Receipts will be displayed in descending order (latest receipts displayed first.) You can display all receipts or receipts without deposit numbers or receipts by deposit number. To change a deposit:
Click on the record to change.
Click on the entry field "Deposit No."
Enter the deposit number.
Click on the SAVE Button and the deposit number will appear on screen next to the record you selected
Click on CLOSE Button to close the screen.

Now you can manage credit card charges:

Enter Bank Names:
From the Tool Bar, click on Money and Manage Bank.
Click on ADD
Enter Bank information and remember the account number is your account at the bank (the account number the bank uses.)

Enter Charges (not payment)
From the Tool Bar, click on Money and Charges.
Click on ADD
Click on the Bank Button to select the bank.
When the pop-up window appears double click on the bank.
Click on the From Button to select the vendor.
When the pop-up window appears double click on the bank.
Enter other information
Click on SAVE

Pay Charges:
From the Tool Bar, Click on Money and pull down to Payments.
Click on the Charge Box.
Charges will appear at the bottom of the window.
Double click on the charge to pay.
Enter Check Number, Date, Dollar Amount, and Account Number.
Click on SAVE button.

Buy Checks:
Checks are available from: Deluxe Business Forms
PO Box 35100, Colorado Springs, CO 80935-3510 or 1-800-328-0304 check form "DLA104" and envelope form "091534".

Print Checks:

From the Tool Bar, click on Money and pull down to Print Checks.
Align the checks in the printer.
First click on "Payments with check numbers"   Change the check numbers to agree with the pre-printed checks.
Next select "payments without check numbers" and change them to agree with the pre-printed checks.
Enter the date.
To print more than one check, enter check no. to begin and check no. to end.
Click on the PRINT Button. Review the displayed check.   If check is OK, click Print.
Click OK.

Change Checks:

Click on the record to change
Click on Check Number
Enter the correct Check Number.
Enter the correct date.

Vendor Addresses. You can not pay anyone unless they are in the Vendor Addresses.

Click on Vendor and pull down to Open.   Click on the ADD Button. Then enter the following info.
Vendor No: enter vendor no.
Vendor: enter vendor name.
Account Number: enter account number vendor uses to identify your post.
Contact: enter contact's name.
Address: enter address.
City: enter name of city.
State: enter state code.
Zip: enter zip code.
Phone: enter phone numbers (2)
Click on the Save Button.

Enter Employee Addresses. Click on Employee and pull down to Open.

Click Add Button.
Employee SS: enter the social security no.
Last Name: enter the last name.
First Name: enter a first name.
Middle Initial: enter the middle initial.
Address: enter the address.
City: enter the city name.
State: enter the state code.
Zip: enter the zip code.
Phone: enter phone numbers.
Click on the Save Button.

Enter   Stock Items. Click on Stock and pull down to Stock Items.   See the entry field "Sort" You can sort the items by stock no. or by stock name.
Click Add Button.
Stock No: enter the stock number.
Stock Description: enter the stock name.
Unit Cost: enter the unit cost.
Unit Sale Price: enter the unit sale price.
Vendor Code: enter the vendor number.
Vendor Name: enter the vendor name.
Click on the Save Button.

Enter Stock Quantities. Click on Stock and pull down to Stock Management.
To sort the stock displayed, click either "Stock" or "Stock No."
Select either "Received"   "Sold" or "Stock Adjustment"
Click the Add or Change Button.
Select the Stock Item by clicking on it.
Enter the quantity.
Enter the date.
Click on the Save Button.

Delete Stock Quantities.   Click on Stock and pull down to Stock Management.
To sort the stock displayed, click either "Stock" or "Stock No."
Click the Change Button.
Select the Stock item by clicking on it.
Click on the Delete Button.

Reports:
From the Tool Bar, Click on Reports and pull down to the report you want to print or display.
Quartermaster's Ledger.   Prints all details of "Quartermaster's Ledger" so manual entries are not required. Save this report each month for accounting records.
Monthly Detail of Receipts & Disbursements.   Prints exactly like "VFW Quartermaster Detail of Receipts and Disbursements" which is due each month. Save this report each month for accounting records.
Quarterly Post Trustees Report of Audit.   Prints exactly like "Post Trustees Report of Audit" which is due each quarter. Save this report each month for accounting records. If you want, you can use colored paper.
Income Statement.   Prints a standard Income Statement or as some people call it a Profit and Loss Statement. If you don't select a Fund/Account, it will print all income and expenses for all Funds/Accounts If you click on a specific Fund/Account, you will only get the income and expenses that were entered for that Fund/Account.   To select several Funds/Accounts (but not all) hold down the Ctrl Key and click on the Funds/Accounts you want to print.   The (Resolution) selection will determine the quality of the print. There are 3 selections to make.   For normal use, select "Draft."   For more formal presentations, select "High."

IRS 990. Prints the IRS 990 Worksheet

Checkbook Report. Checks and bank deposits are printed for comparison to the Bank Statement. If you fail to enter deposit numbers for deposits or check numbers when paying by check, this report will not print them.   If you need to add deposit numbers or check numbers go back to Receive Money and use the Change option to enter the correct numbers.   If you don't select a Fund/Account, it will print all income and expenses for all Funds/Accounts If you click on a specific Fund/Account, you will only get the income and expenses that were entered for that Fund/Account.   To select several Funds/Accounts (but not all) hold down the Ctrl Key and click on the Funds/Accounts you want to print.   The (Resolution) selection will determine the quality of the print.

990 Worksheet
Bank List
Paid Charges
Unpaid Charges
Stock Status Report
Sales Status Report
Employee List
Employee's Paid
Vendor List
Members by Last Name
Life Members
Paid Members
Members Not Paid
New Members
Members by War
Post Membership Performance
Phone Numbers
Deceased Members
Raffle List

Labels:
You can print Member's Address Labels sorted by Last Name or Zip Code

Utilities: Delete Old Data:
With the increased size of hard drives in the newer computers you may never need to delete old obsolete data. However, you do so from the Utilities option.

Utilities: Restore:
From the Tool Bar, Click on UTILITIES and pull down to Restore.
Click on COPY FILES and at Popup "Insert Disk", insert disk and click on OK
At Popup "Choose directory" click on Drive where your disk is located and select the VFWback directory.   Then click OK
Computer will then copy your backed up data to your computer. When the Popup "Finished" appears, Click OK
Then click the CLOSE Button to close the screen.

Utilities: Close Year:

From the Tool Bar, Click on Utilities and pull down to Close Year.   Make sure you have printed all of the current year's reports and backed up your data to the back up disk before performing year-end closing.

The next screen changes all Continuous Member's Records to "C" (not paid) Moves deceased Members to Inactive File.

For members paying life membership dues on the installment plan, you will have to manually change their records when National notifies you that they are paid up.   Then change their Paid Status from PC to L.

After the computer has finished closing the year, go to Utilities and pull down to Post Information and enter the new Commander's Name, Quartermaster's Name and address, and new beginning balances.

Utilities: Resolution:

Depending   on the size of your monitor, you may want to change the resolution. (600 X 480) is the smallest and (1024 X 768) is the largest.

Exit (You should always backup your data.)

Format a CD:

If you backup to a CD, you must use a R/W CD.
Insert a R/W CD in a writeable Drive
Use Windows Explorer and highlight the CD Drive.
Click on File/CD Drive/Format
Type name of your CD
Click on Start Format

Backup:

From the Tool Bar, Click on Exit and pull down to Backup.
Click on "Backup" and at Popup "Insert Disk", insert disk and click on OK
At Popup "Choose directory" click on Drive where your disk is located and click OK
Computer will then backup your data and when the Popup "Finished" appears, Click OK
Then click the Close Button to close the screen.

No Backup:

From the Tool Bar, Click on Exit and pull down to No Backup.   Quartermaster Me will close without backing up your data.

Help:

From the Tool Bar, Click on Help.
After opening the Help Window, click on Index to display all help items.

About:

Identifies system version and release.   Also states rights under copyrights law

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