

## COPYRIGHTS AND TRADEMARKS

Quartermaster Me © is copyright, Clyde Thomas. All rights are reserved.

Quartermaster Me © software may not be reproduced (other than a back up copy) in any form whatsoever without written permission of:  
Thomas' Mini Systems, 1086 Mosstree Drive, Apex. NC 27502.

## LICENSE AND WARRANTY DISCLAIMER

Use of this software (Quartermaster Me © indicates your acceptance of the following license statement, disclaimer of warranty, and choice of law.

Quartermaster Me © is licensed for the exclusive use of the original VFW Post for monitoring its operations only.

Every effort has been made to provide an effective computer program in recording and printing reports pertaining to member's names, addresses, service records, and dues payments. However, the accuracy of the reports and the success of the program as a management tool are solely dependent upon operator input.

Therefore, Quartermaster Me © is sold "as is" without any warranty of any kind. This statement shall be interpreted and governed by the laws of the State of North Carolina.

# Table of Contents

## General

Buttons 4

Copyright 1

Index 12

Install Quartermaster 3

Format a CD 11

Windows Features 3

## Addresses

Add Members 6

## Money

Checks 10

Deposit Numbers 6 & 8

Charges 9

Pay Dues 7

Pay Other Money 7

Receive Dues 6

Receive Other Money 7

Transfer Money 8

## Labels

Print Member Addresses 11

Reports, Print 9-10

## Utilities

Accounts 5

Close Year 11

Delete Old Data 11

Restore Files 11

Set up 4

Funds 3 & 5

Beginning Balances 5

## Help

Help 12

About 12

Exit

Backup 12

No Backup 12

## Install Quartermaster Millennium ©

Insert the Quartermaster disk or CD.

Click on Start and Run

When the pop up window appears, select the drive where you put the disk.

Select file named Qmme.exe and click OK.

Quartermaster Me will be loaded automatically.

Restart the computer.

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 Me © contains 6 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 the Internet, restoring backed up files, closing the year and deleting old data.

**HELP** is where you can get help.

**EXIT** is for quitting and backing up your data or quitting without backing up your data.

## Funds and Account Codes:

Quartermaster Millennium employs Funds 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.

## Standard Button Functions:

### ADD BUTTON

**If you want to enter new information you must click on the ADD Button to clear the screen.** 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.

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/Accounts. 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 30<sup>th</sup> 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 or 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 and 249, "Contributions" 253 to 279, "Services Rendered" 281 to 299, "Fund Raisers" 301 to 399, "Investment Income" 401 and 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.

**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.

Next, you will want to enter your member's names and addresses.

### 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 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 window. If you have resolution set at (1024 X 768) Service Records can be entered on the same window as the member's address.

## 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. 6

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**.

**ACCOUNT:** Scroll through Accounts and select account to use

**FROM** enter name of payer.

**FOR** enter item sold or reason for receiving the money.

**CHECK NO** enter check no. if applicable.

**DEPOSIT NO** enter deposit no.

**DATE** enter date received

**AMOUNT** enter amount into applicable fund.

Click on **SAVE & OK**.

### Pay Other Money:

From the Tool Bar, Click on **Money** and pull down to **Payments**.

Click on **ADD**.

**ACCOUNT:** Scroll through Accounts and select account to use

**FROM:** enter Vendor's name

**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.

**AMOUNT:** Enter amount paid in applicable fund.

Click on **SAVE & OK**.

## Change or Delete Receipts/Payments:

From the Tool Bar, Click on **MONEY** and pull down to **Receipts or 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 if you are making changes & OK.**

Click on **DELETE if you are deleting the record & 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 Fund:** enter applicable amount for this fund.

**Optional Fund:** enter applicable amount for this fund.

**Optional Fund:** enter applicable amount for this fund.

**Optional Fund:** enter applicable amount for this fund.

**Optional Fund:** enter applicable amount for this fund.

**Optional Fund:** enter applicable amount for this fund.

**Optional Fund:** enter applicable amount for this fund.

**Optional Fund:** enter applicable amount for this fund.

## Change or Add 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.

**Reports:** From the Tool Bar, Click on Reports and pull down to the report you want to print or display. The reports will only print correctly if you have entered the correct codes for each member.

**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.

## Reports Continued

**990 Worksheet**

**Bank List**

**Paid Charges**

**Unpaid Charges**

**Stock Status Report and Sales Status Report**

**Employees and Employee's Paid**

**Vendor List**

**All Members by Last Name**

**Life Members by Last Name**

**Paid Members by Last Name**

**Members Not Paid by Last Name**

**Members Not Insured**

**New Members by Recruiter**

**Members by war in which they served**

**Post Membership Performance**

**Phone Numbers**

**Deceased Members**

**Raffle List**

## Buy Checks:

Checks are available from: Deluxe Business Forms, PO Box 35100, Colorado Springs, CO 80935-3510 or 1-800-328-0304

Buy check form "DLA104" and any business size envelope you want.

## Print Checks:

From the Tool Bar, click on Money and pull down to Print Checks.

Align the checks in the printer.

At the bottom of the window, select "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.

Select the check to print by clicking on it.

Remember checks are printed 3 per page and you can print more than one

check at a time by holding down the shift key and clicking on the check to print.

Labels: (Avery 5160, 3 across.)

From the Tool Bar, Click on Labels by Zip Code or Labels by Name.

If you want to include the bar codes on your labels, you must click on the box "with Barcode."

Click on Print.

At next window, use arrows to select labels to print.

Next click on Print and at Popup Window, click on Print again.

At Printer Popup Window, click on OK.

### **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.

Exit/Quit:

### **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 and 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.

## INDEX

About 12

Accounts 5

Add Members 6

Backup 12

Beginning Balances 5

Buttons 4

Charges 9

Checks 11

Close Year 11

Copyright 1

Delete Old Data 11

Deposit Numbers 6 & 8

Format a CD 11

Funds 3 & 5

Help 12

Install Quartermaster 3

Labels 11

Pay Dues 7

Pay Other Money 7

Set Up 4

Receive Dues 6

Receive Other Money 7

Reports 9-10

Restore Files 11

Table of Contents 2

Transfer Money 8

Windows Features 3