

## **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. QM/Treasurer Bookkeeper is pre-programmed to insert commas, dollar signs and other necessary punctuation characters. Inserting these characters will adversely affect the backup and restore functions of the program!

Welcome to the Setup Wizard for QM/Treasurer Bookkeeper. 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/Treasurer Bookkeeper Setup**

Step 1: Choose Fiscal Year

-Click the 'Change' button to enter beginning 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 to 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".

-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 may 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**

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 QM/Treasurer Bookkeeper.

