California Wing
Quicken User Manual

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California Wing

Table of Contents

1. Introduction
2. Setting up a new Squadron
    - Install Quicken
    - Set up default Files
    - Change default parameters
    - Calendar
    - Reports Names
    - Printing
3. Bank Reconciliation
4. Year End Processes
5. Moving a bank account
6. Recommendations
7. Do’s and Don’ts

Introduction

This manual is not intended to teach you how to use Quicken. It is expected that you already know how to use Quicken 2002. Quicken through its help function has tools to help you learn to use it or you can get information on Quicken from other sources.

This manual is specifically designed to help you use Quicken 2002 to perform the Squadron finance functions required by CAP and specifically California Wing.

If you have any comments or suggestions for changes to this manual please contact 1Lt Ira Rosenberg at iratax@earthlink.net

Setting up a new Squadron
Install Quicken

Install Quicken per the Quicken instructions which came with the CD.

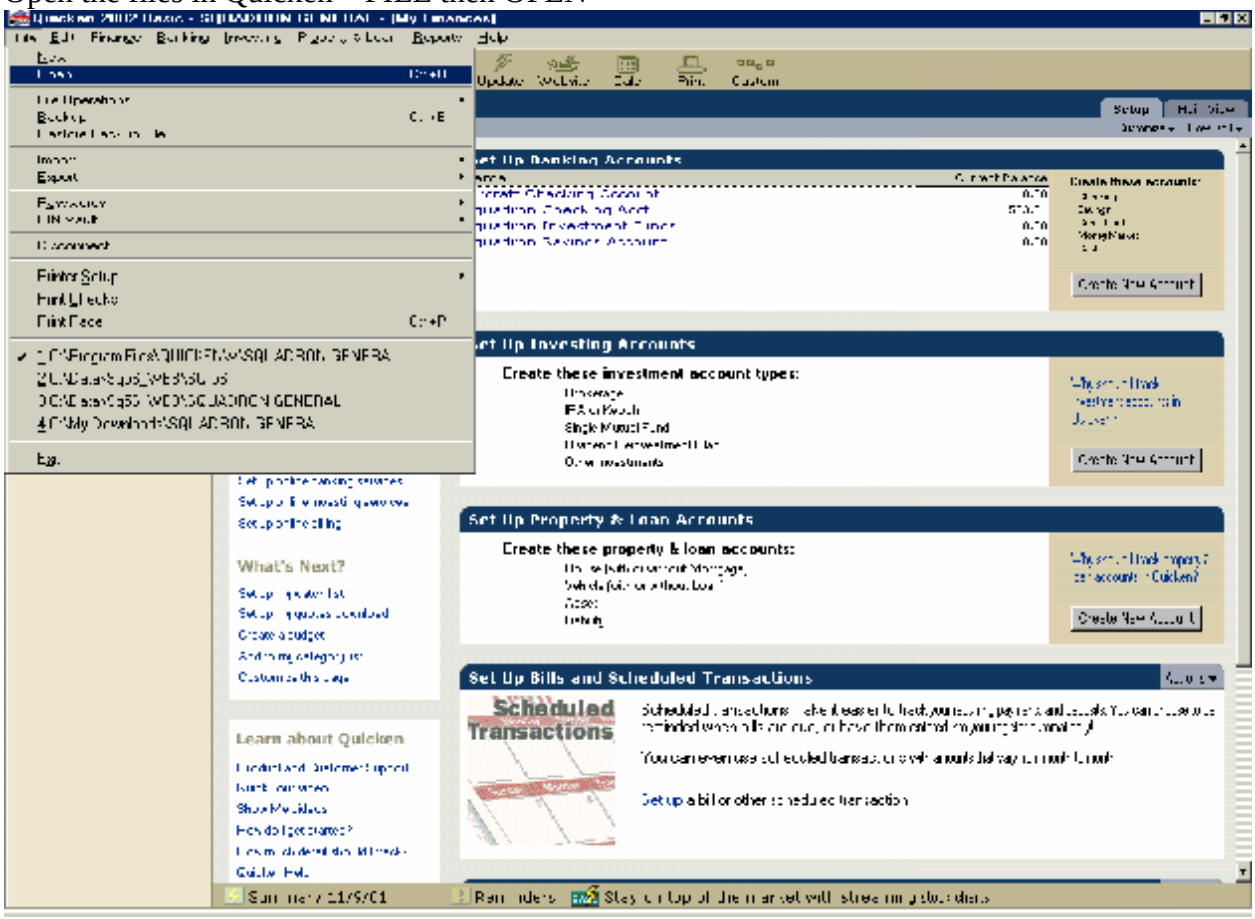
Set up default files

Request the default files “Templates” from the Wing Finance Officer. You may do this by e-mail.

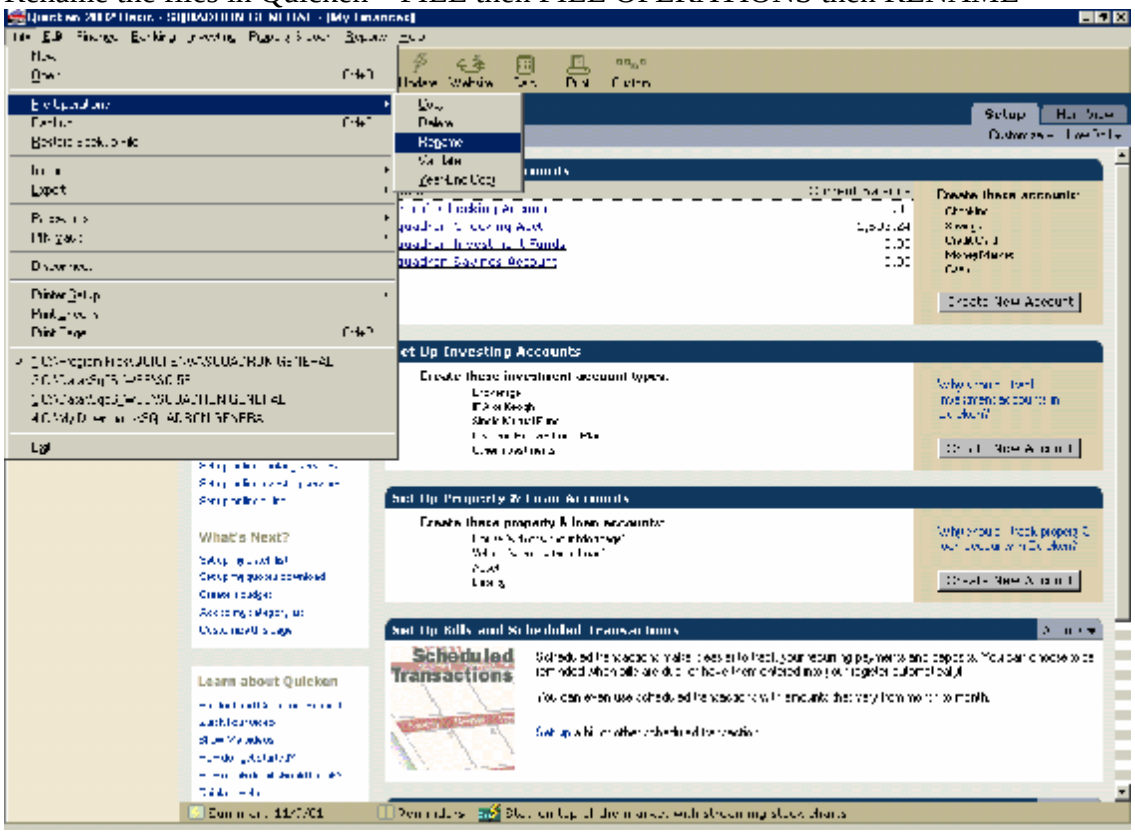
You will receive five files from the Wing Finance Officer. They are
“SQUADRON GENERAL.QSD”
“SQUADRON GENERAL.QEL”
“SQUADRON GENERAL.QPH”
“SQUADRON GENERAL.QDF”
“Squadrons Quicken.DOC”
The file “Squadrons Quicken.DOC” is instructions and documentation for installing and running Quicken. Read it before you do anything else.

Move the four “SQUADRON GENERAL” files received from the Wing Finance Officer to where you want them saved on your computer.

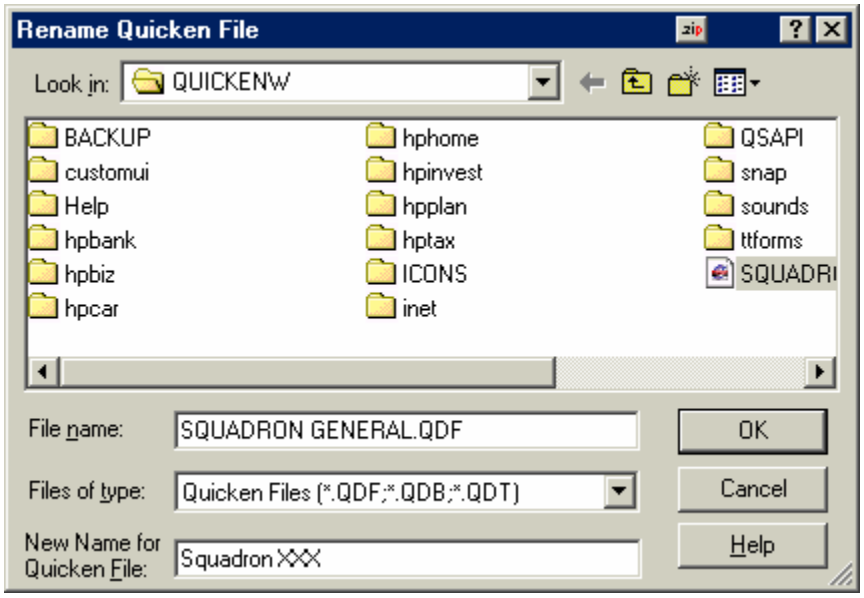
Open the files in Quicken – FILE then OPEN



Rename the files in Quicken – FILE then FILE OPERATIONS then RENAME

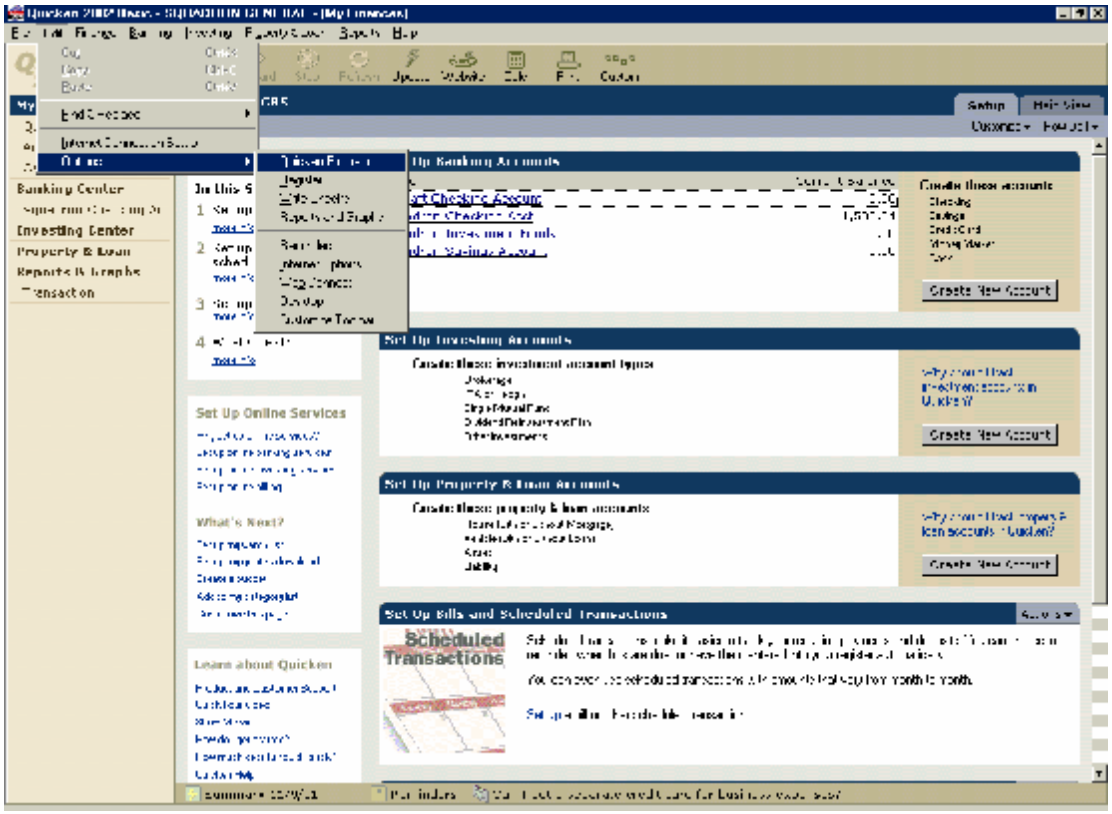


You may rename them to anything you wish. Your squadron name would be an appropriate name.

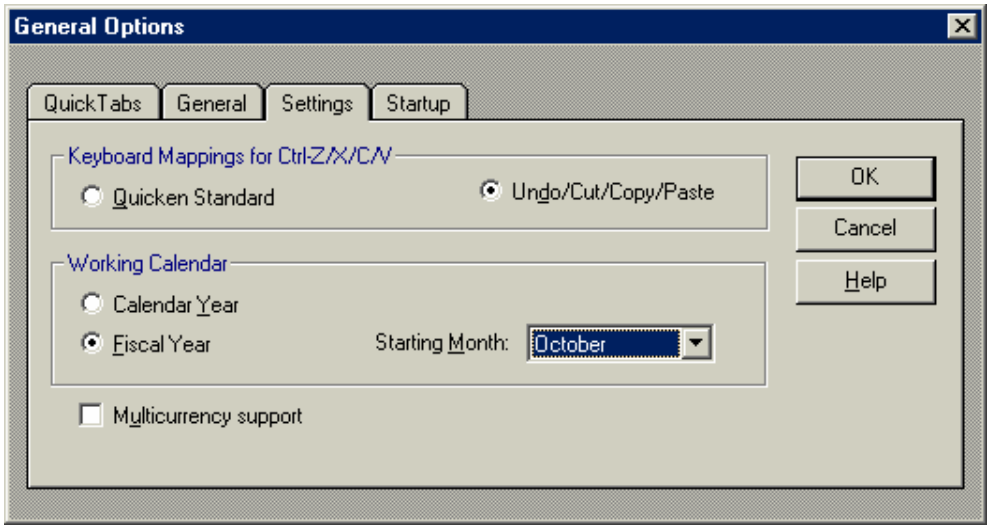


Change the default Parameters

To Change Parameters go to EDIT then OPTIONS then QUICKEN PROGRAME

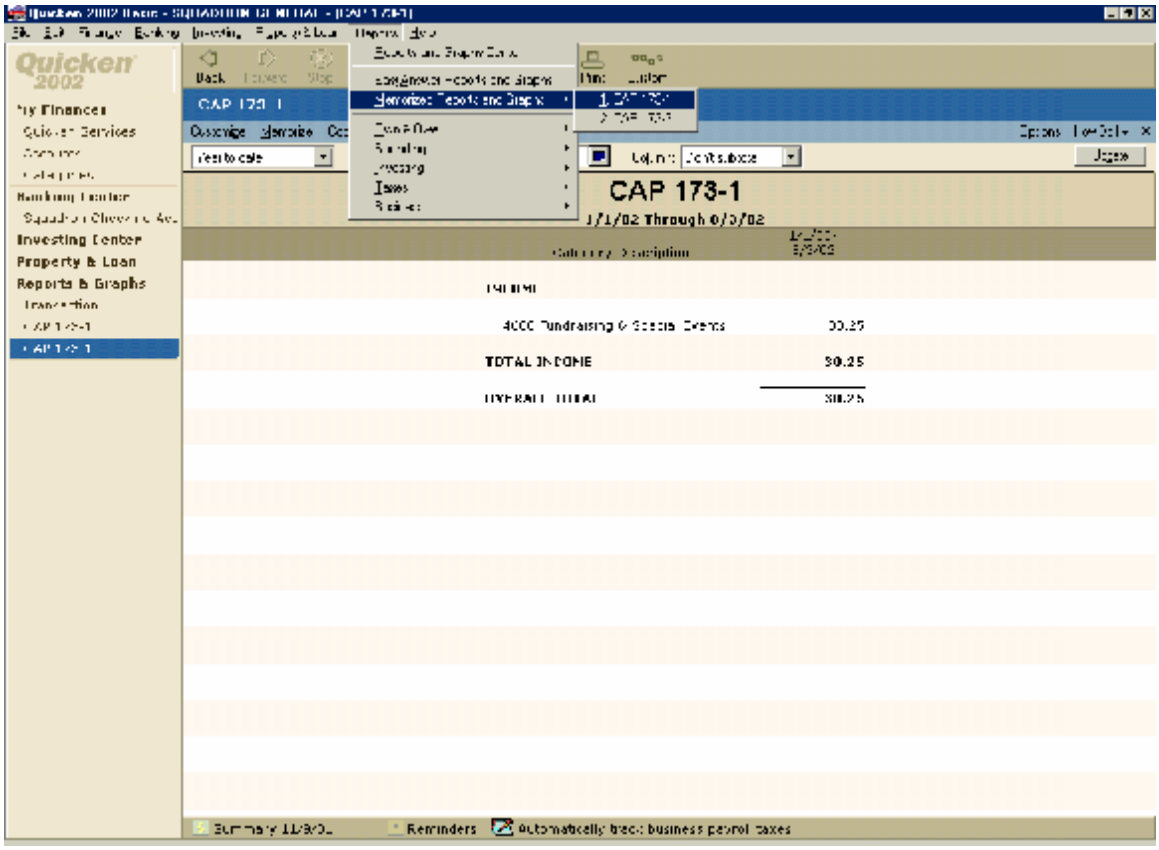


Under the Settings tab change WORKING CALENDAR to FISCAL YEAR with STARTING MONTH of October



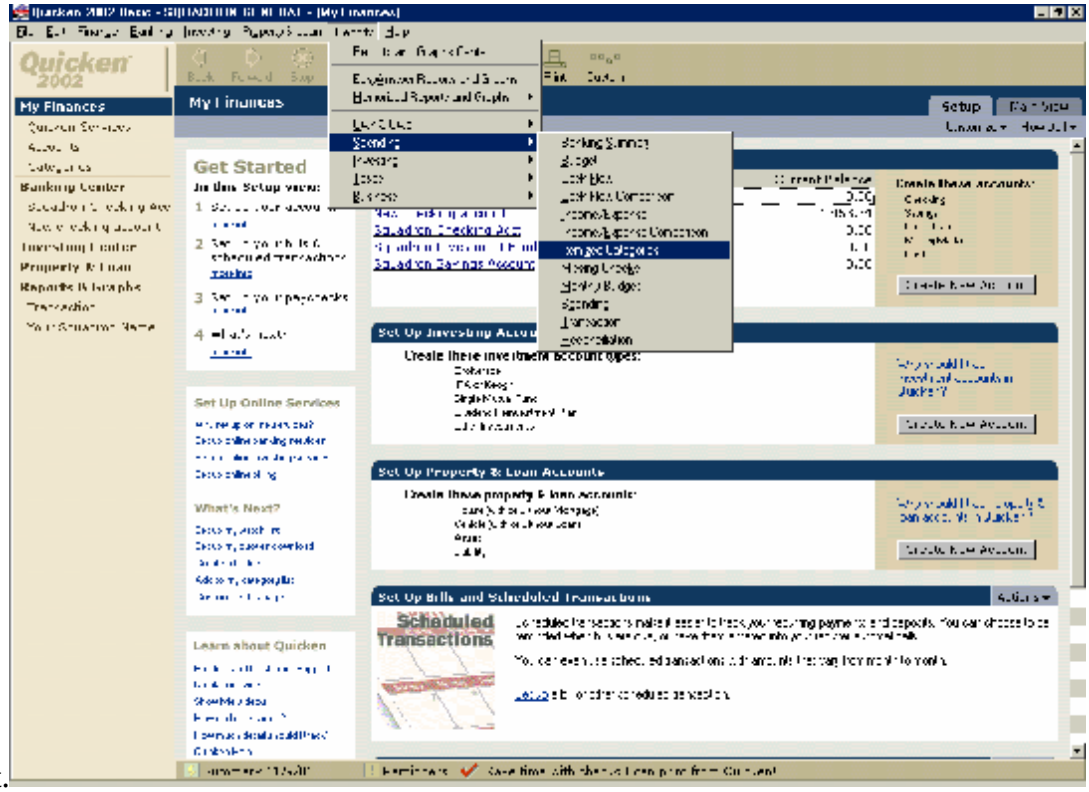
Report Names

Go to REPORTS then MEMORIZED REPORTS then CAP 173-1



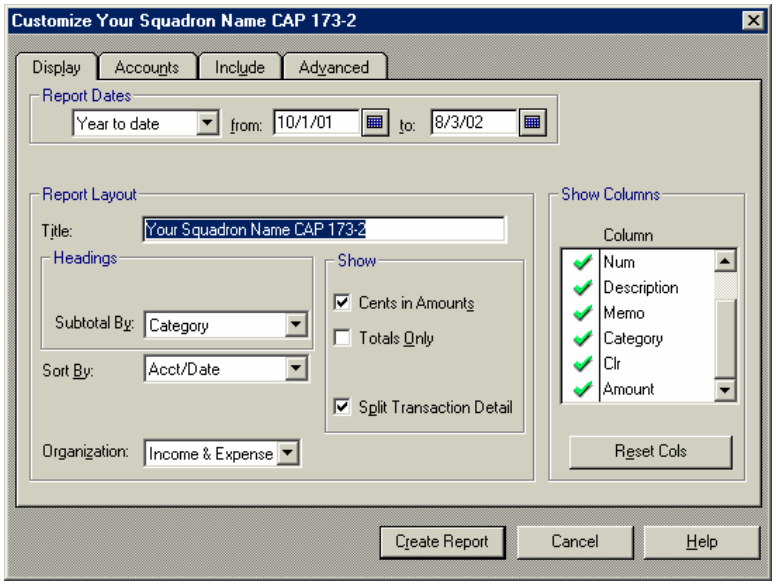
If there are no memorized reports then you can create the CAP 173-1 by going to REPORTS then SPENDING then ITEMIZED CATEGORY to create

it.

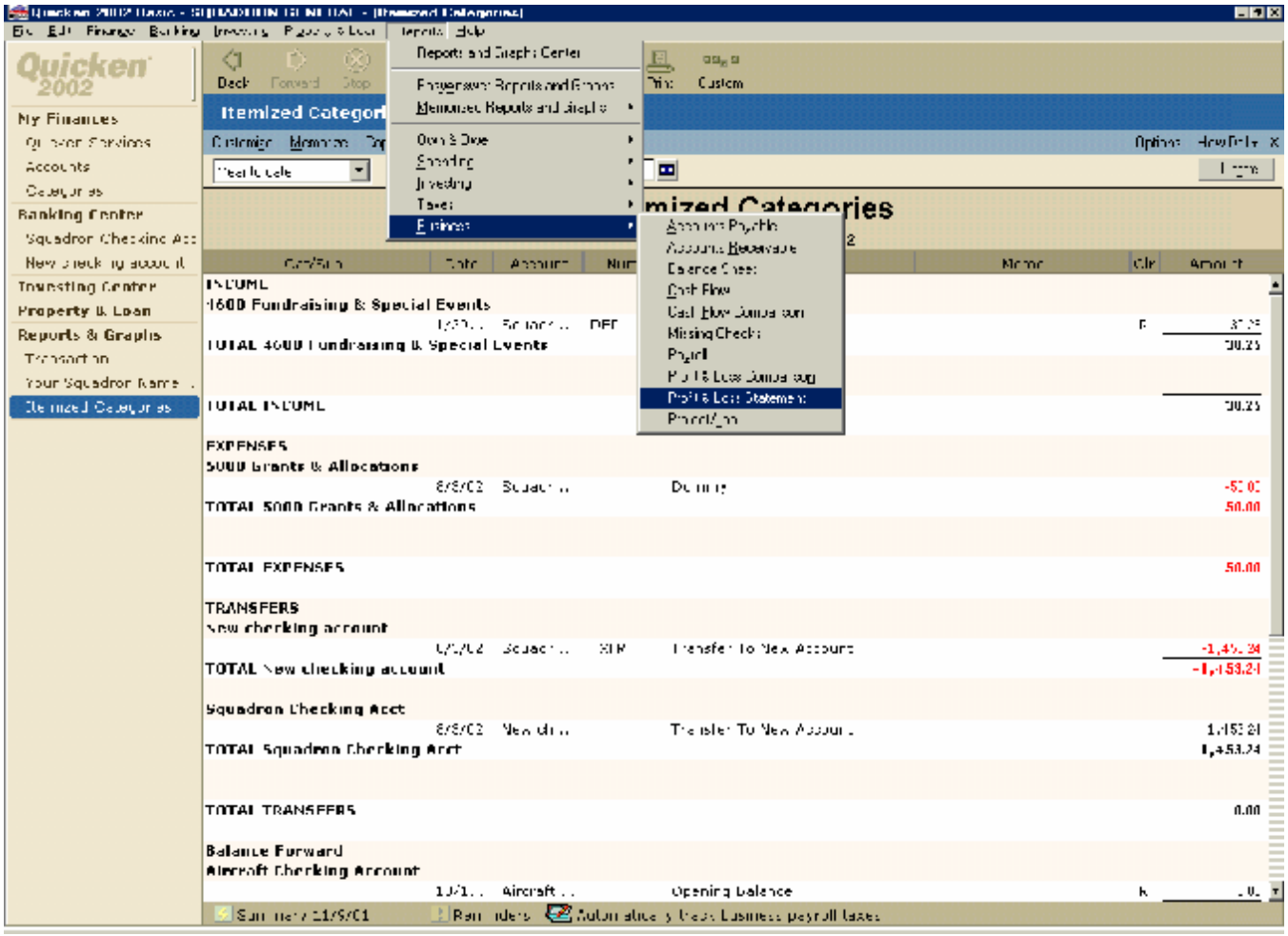


Change Title to *Your Squadron Name* CAP 173-1

Do the same for CAP 173-2

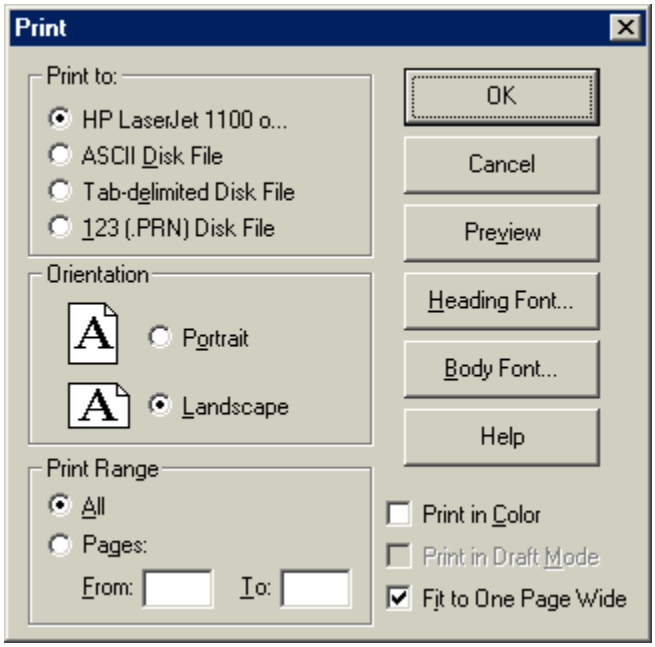


If there is no memorized CAP 173-2 then you can create the CAP 173-2 by going to REPORTS then BUSINESS then PROFIT AND LOSS STATEMENT to create IT.


Quicken 2002
My Finances
Banking Center
Investing Center
Property & Loan
Reports & Graphs
Itemized Categories
Reports and Graphs Center
Own & Give
Spending
Investing
Taxes
Business
Accounts Payable
Accounts Receivable
Balance Sheet
Cash Flow
Cash Flow Comparison
Missing Checks
Payroll
Profit & Loss Comparison
Profit & Loss Statement
Project/Job
INCOME
4600 Fundraising & Special Events
TOTAL 4600 Fundraising & Special Events
TOTAL INCOME
EXPENSES
5000 Grants & Allocations
TOTAL 5000 Grants & Allocations
TOTAL EXPENSES
TRANSFERS
New checking account
TOTAL New checking account
Squadron Checking Acct
TOTAL Squadron Checking Acct
TOTAL TRANSFERS
Balance Forward
Aircraft Checking Account
Opening Balance

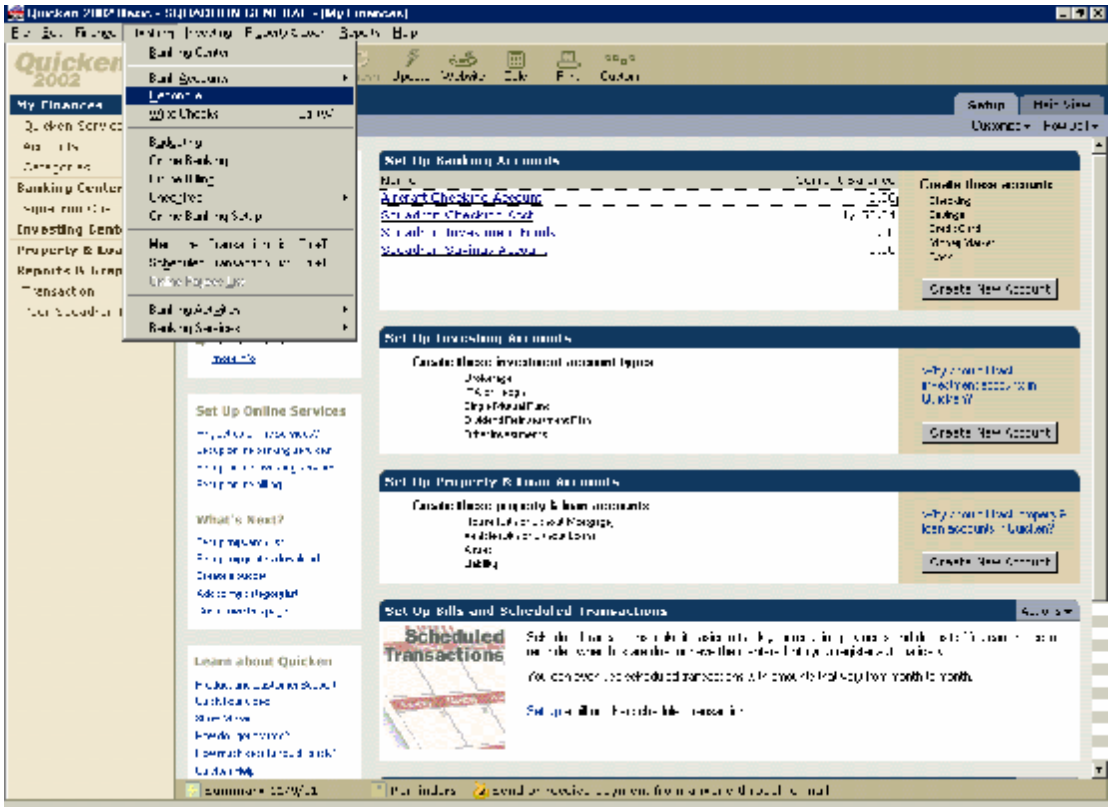
Printing

You can change how the report prints by checking the “Landscape” option and “Fit to One Page Wide” in the Print box.

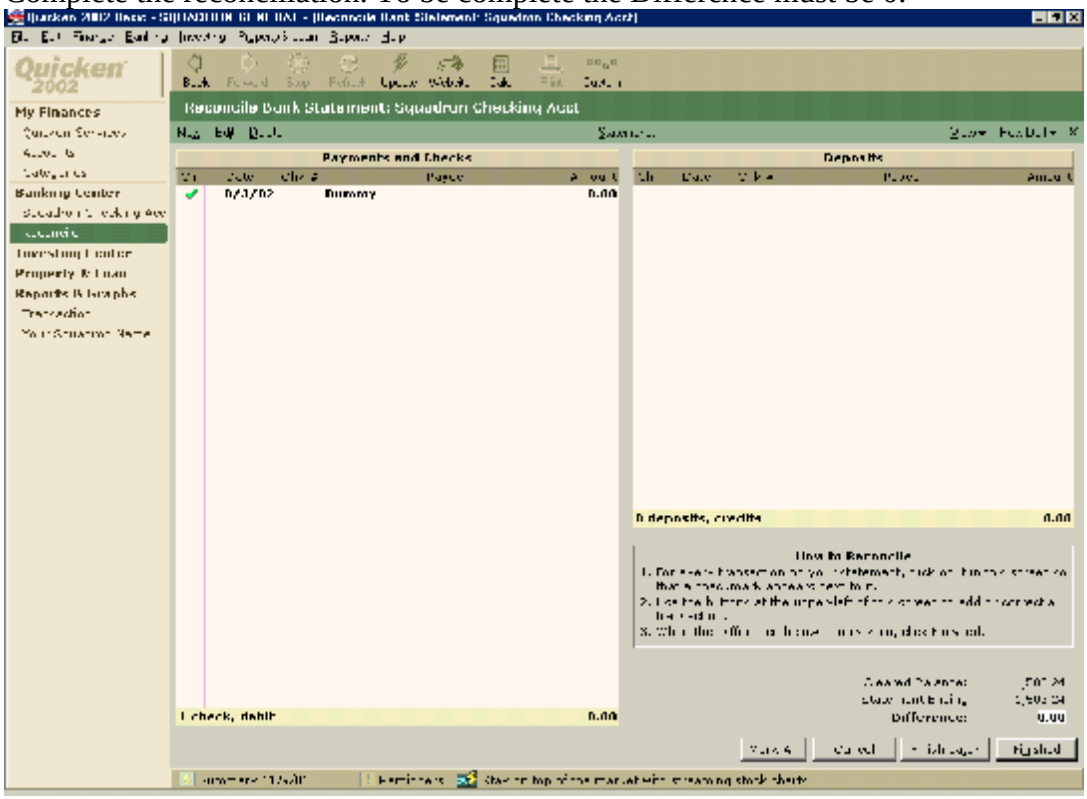


Bank Reconciliation

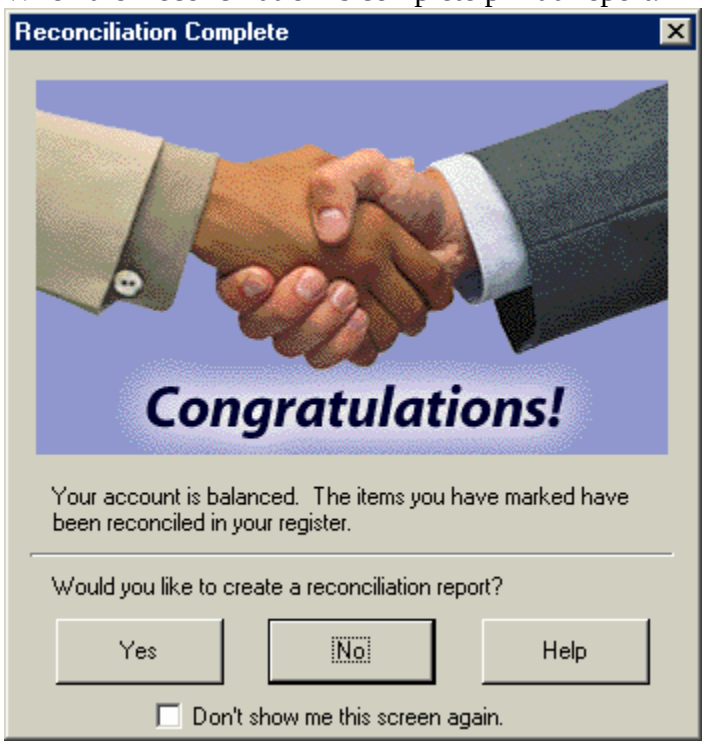
Go to Banking, Reconciliation and reconcile each of your accounts each month.

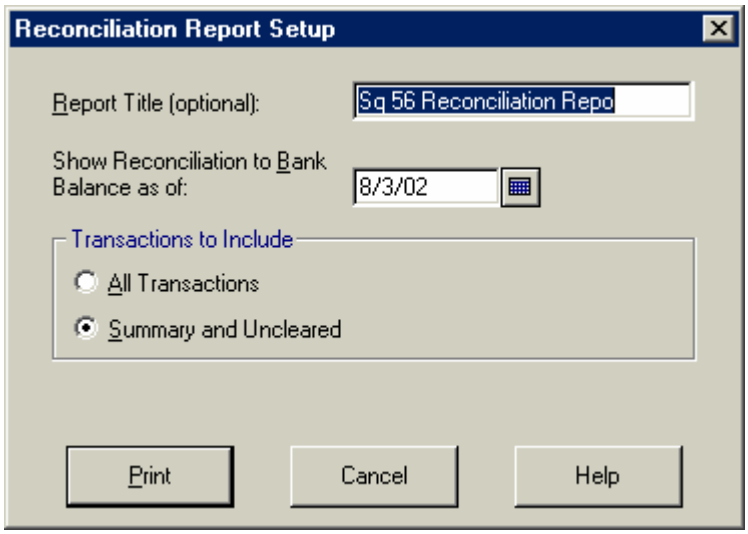


Complete the reconciliation. To be complete the Difference must be 0.



When the Reconciliation is complete print a report.





The date on SHOW RECONCILIATION TO BANK BALANCE AS OF must be the same date as the ending date on the bank statement.

Year-End Processes

At the end of the Fiscal year you must submit the required reports and forms to your Group headquarters by October 31. The following 5 items are required

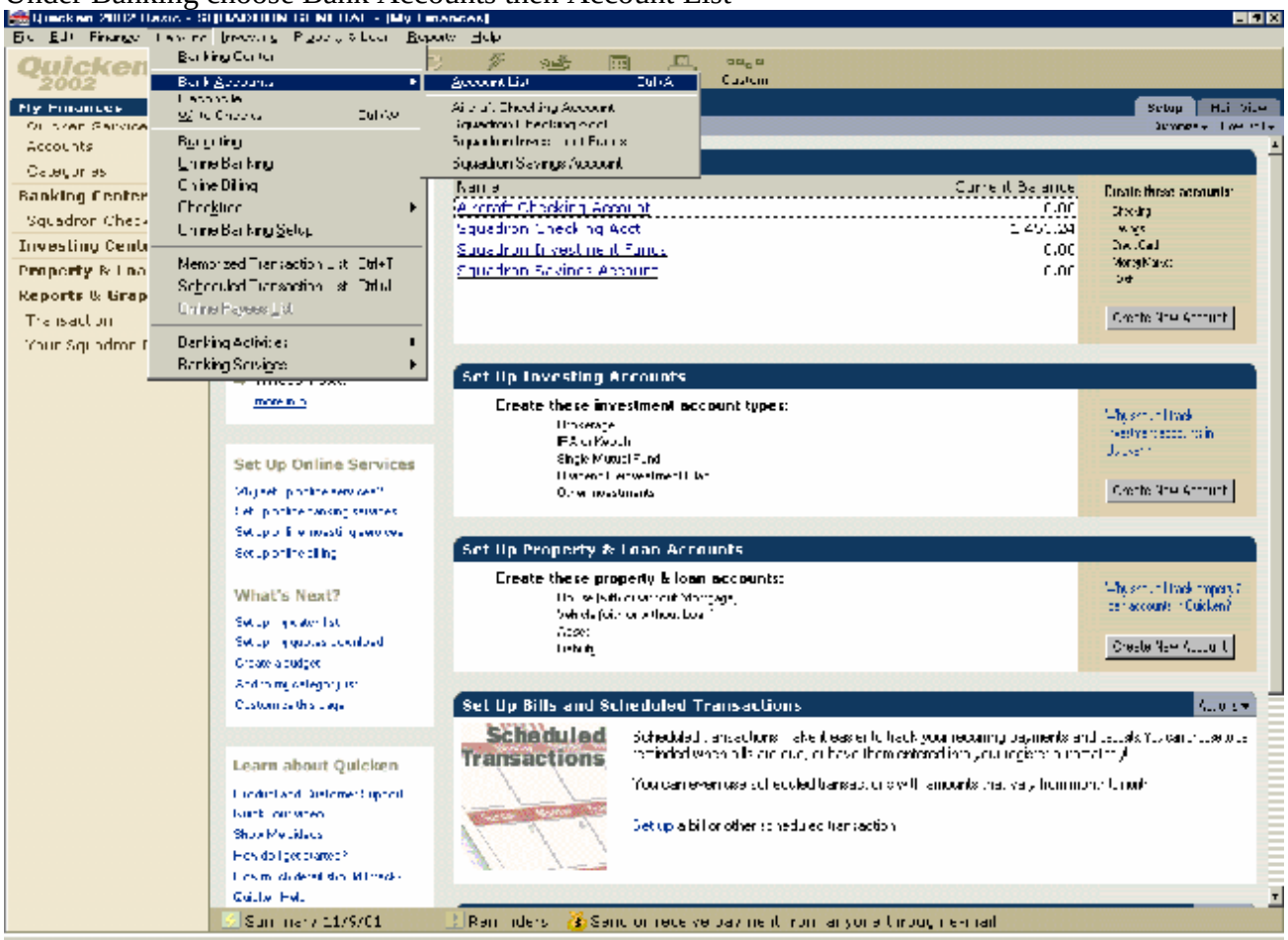
1. A copy of the Year-End bank statement for each bank account.
2. The reconciliation report for each account at the end of the year.
3. CAWGF13 Hand write the book balances on September 30 of the last fiscal year and September 30 of this fiscal year.
4. Report CAP 173-1
5. Report CAP 173-2

Insure that all uncleared items will clear the bank in the future. If they will not and must be voided, do it before year-end. Once your final reports are submitted to the Group you may not make any changes to any prior year transactions without contacting the Wing Finance officer. An item which has not cleared for a prior yet and then is voided is the same as changing your prior year closing balance. That will cause a variance between the reports already submitted and next years reports which is unacceptable.

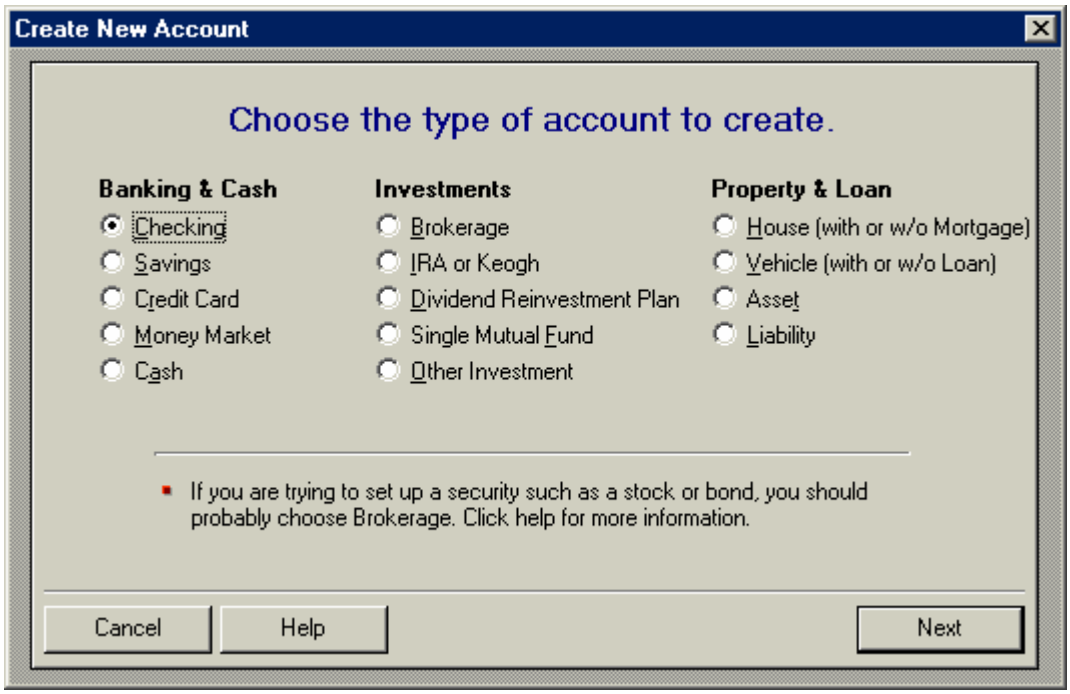
Moving a bank account

If you are going to move a bank account from one bank to another this is the procedure to use in Quicken to correctly reflect the activity.

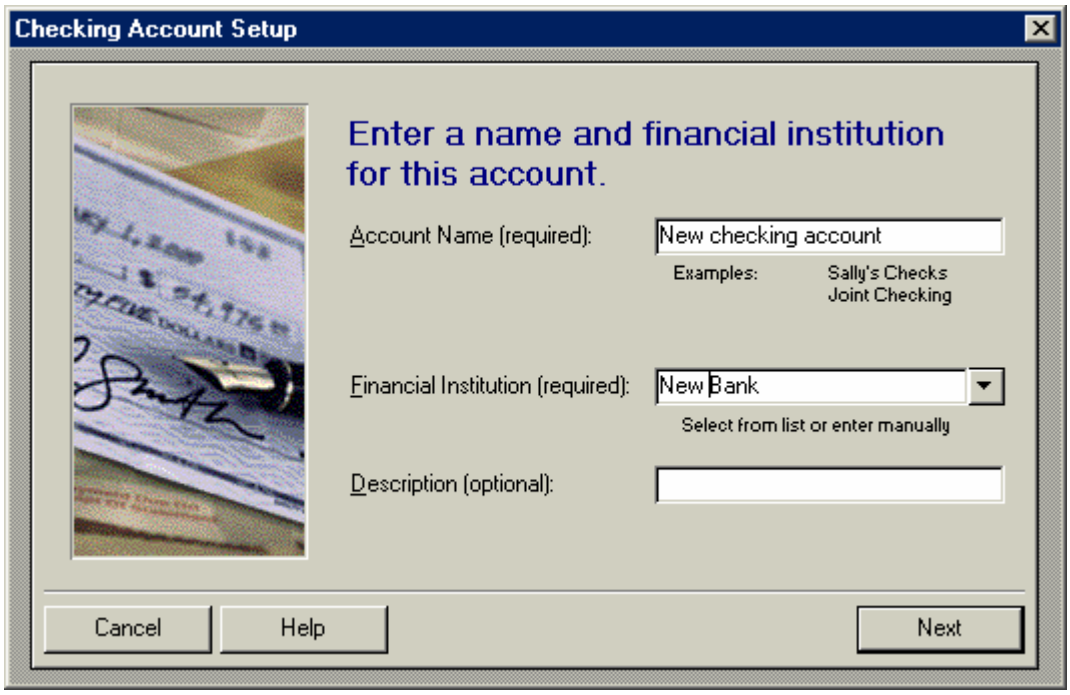
Under Banking choose Bank Accounts then Account List



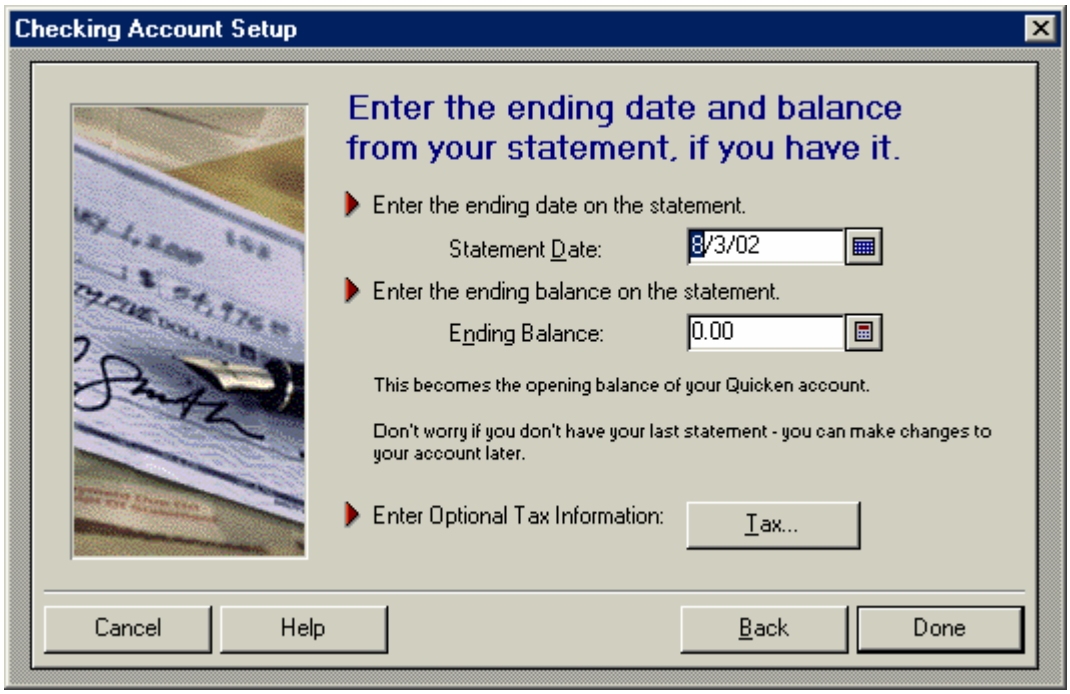
Choose New



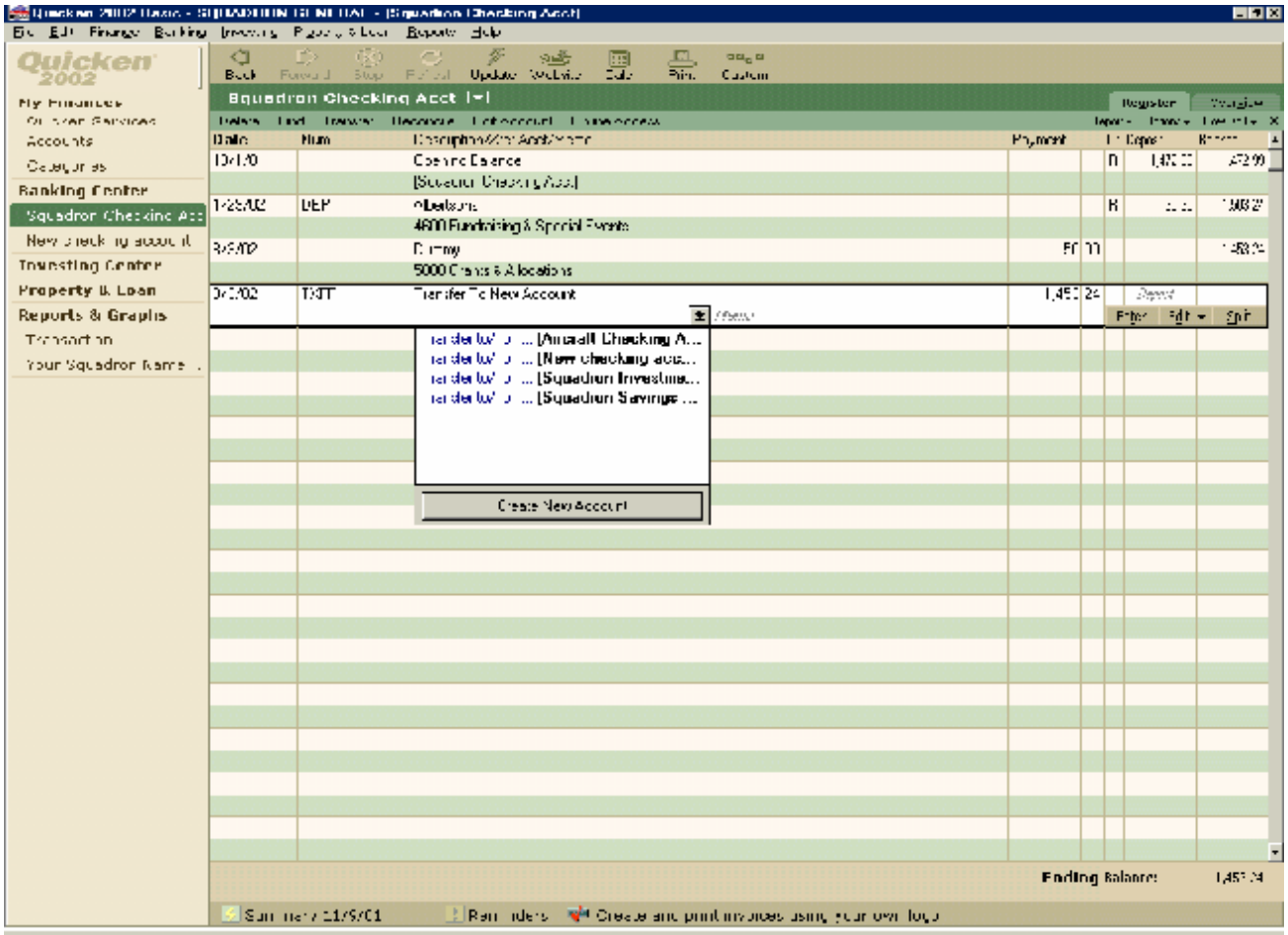
Enter Next then enter the name for the new account and the new bank.



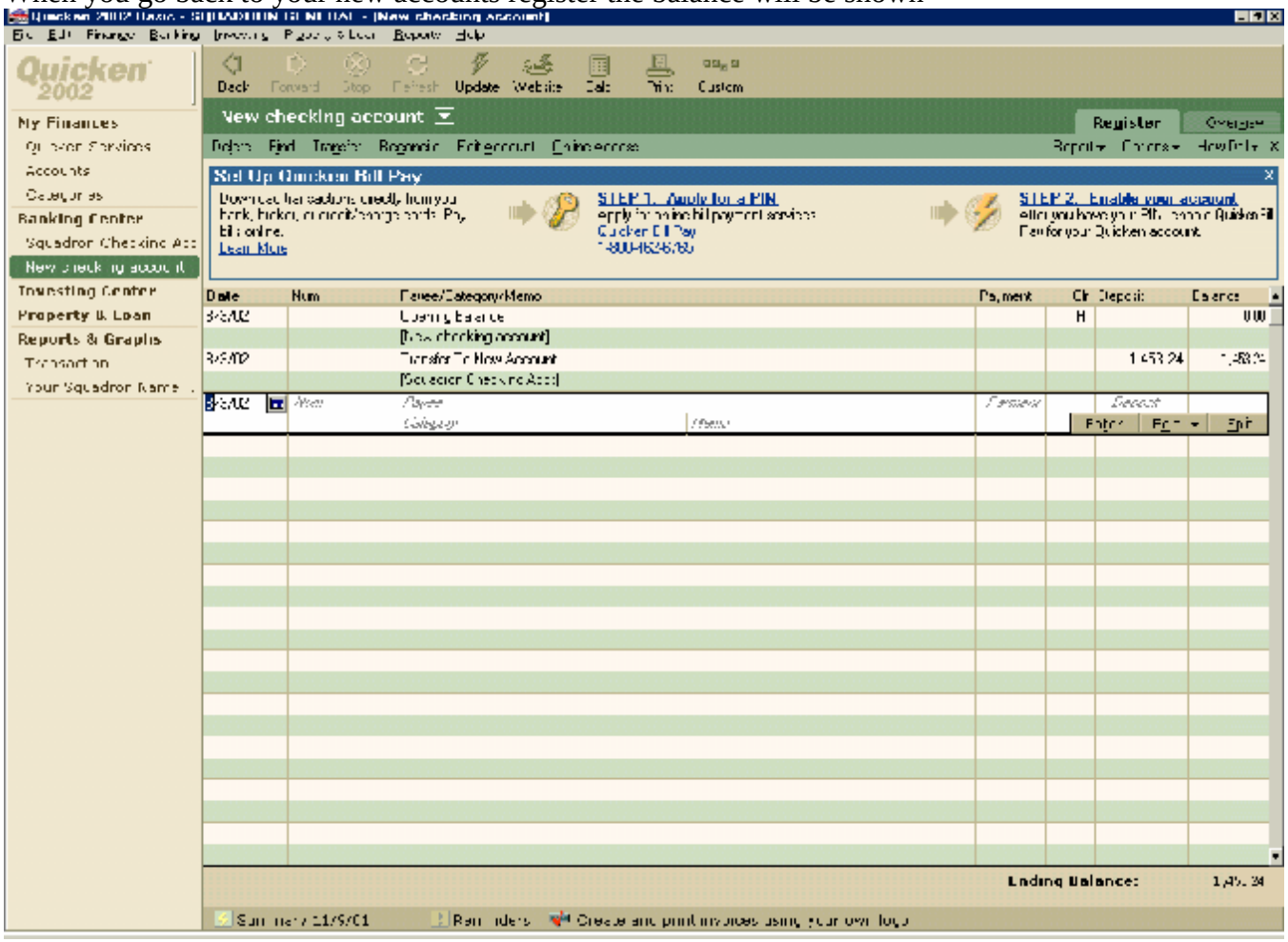
enter the statement date and leave the ending balance 0



Go to your old account register and create a transaction which is a transfer of the amount transferred to the new account.



When you go back to your new accounts register the balance will be shown



Recommendations

Backup your data to a floppy disk and keep it in a safe place away from your computer.
Reconcile every month.
Don’t net transactions. Enter the complete Debit and complete Credit in Quicken.

Do’s and Don’ts

Do only use the Category’s authorized by National.
Do use the account numbers and names as the categorys as supplied on the templates.

Don’t allow any “uncategorized” transactions.
Don’t change any transaction for a prior fiscal year.