



HEALTHY CHAPTER INITIATIVE

BARBERSHOP HARMONY SOCIETY

CHAPTER TREASURER QUICKEN FOR BARBERSHOP CHAPTERS

An introduction to accounting using your computer.

**Quicken is not a sponsored product or endorsed by BHS*

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INTRODUCTION TO ELECTRONIC BOOKKEEPING

Benefits to Computing

- Standardization
- Succession Planning
- Fewer Errors

Options:

- Excel
- Quicken
- Zoho (*online*)
- Sage (*formerly Peachtree*)
- Quickbooks



WHY USE QUICKEN?

- Relatively easy to set up
- Consistent data entry, easily highlights entries, and makes generating monthly & annual reports easier.
- Good Planning will make your finances work for your Chapter
 - Faster turn-around to getting reports; formats are similar to forms recommended by BHS
 - Easily Compare to actual budget
- Easy reconciliation process
- Software does the math



GETTING QUICKEN

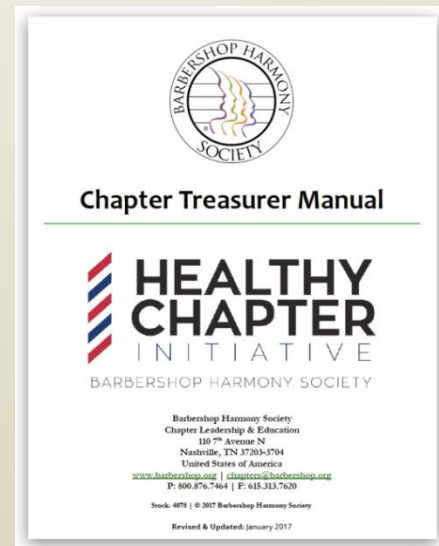
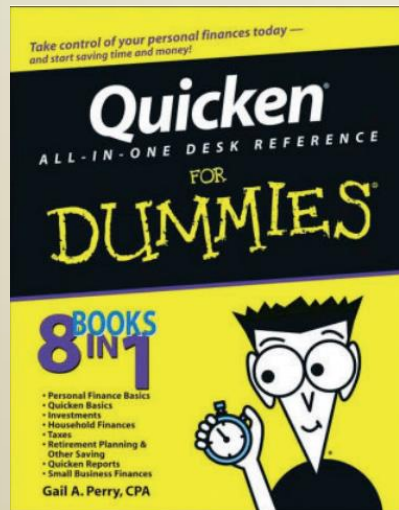
- You will need to decide whether to purchase or license.
- Various versions available:
 - Starter
 - Deluxe <- Recommended
 - Premier
 - Home & Business
 - Online Subscription



RESOURCES

Getting Help

- Click “Help” on menu
- “*Quicken for Dummies*”
- BHS Treasurers Manual
- Leadership Academy Instructors
- Other chapter/district treasurers



INSTALLATION



- Install Software
- Go to the BHS Website Document Center
 - www.barbershop.org
 - Click “Resources”
 - Click “Document Center”
 - Click “Business & Finance”
 - Located under Chapter Treasurer Tools & Docs
- Unzip and save file to your preferred location
- Open Quicken
- Open “Sample” file



FAMILIARIZATION

- **Quicken terminology**
 - Chart of Accounts = Category List
 - Group or Project Codes = Tags
 - Bank Account Transactions = Register
- **In the “Sample” file, familiarize yourself with tools**
 - Use sample data to practice
 - Enter new data
 - View various reports
 - Print Chart of Accounts (“*Category List*” under “*Tools*”)
 - *Compare to your chapter’s chart of accounts*
 - *Note accounts to add*



CUSTOMIZATION

- **Open the “template” file**
 - Save with a filename using your Chapter name
 - Set up bank account(s) detail
 - Enter unique income & expense categories
 - Adjust beginning balance transactions
 - Use “split transaction”
 - Social and Operational tags highlight and manage IRS or Canadian guidelines



DATA ENTRY

- Open bank account register
- Enter appropriate details as you would any checkbook
- Details to note:
 - Input Expense (Category) and Fund (Tag)
 - Use of “Split” transactions
 - Use the “Memo” field



RECONCILIATIONS

- Retrieve online bank statement
- Open Quicken register
- Click “Tools” then “Reconcile Account”
- Enter new balance, statement date and fees/interest
- Click the box to the left of each deposit and check that appears on the bank statement
- Confirm that “difference” is \$0.00
- Click “Finished” and print a reconciliation report



REPORTING

- Click on “Reports” in the menu line
- Use “Saved Reports & Graphs”
- Select appropriate form
- Change to correct time period, if necessary
- Use “Print Preview”
- Details to note:
 - Drill-down data capability
 - Fix “Not Categorized” errors
- Print report



FINAL NOTES AND RECOMMENDATIONS

- Back up data often
 - Crashes *will* lose ALL data
 - Consider backing up to the Cloud (e.g. *free tools such as Google Drive, DropBox, etc.*) OR Memory Drives
- History will remain intact by using this product
- Multiple years can be stored and accessed
- Modify and expand reports as you become more familiar with the tool and your board's needs.





**WHO DO I
CONTACT AT BHS
HEADQUARTERS?**

www.barbershop.org/healthychapters

WHO DO I CONTACT AT BHS HEADQUARTERS?

www.barbershop.org/staff

PRIMARY RESORUCES:

BHS Customer Service Team
customerservice@barbershop.org

BHS Chapter Leadership & Education
chapters@barbershop.org

OTHER CONTACTS:

BHS Harmony Marketplace Team
marketplace@barbershop.org

BHS Events & Conventions Team
events@barbershop.org

BHS Marketing Team
marketing@barbershop.org

BHS Music Publications Team
library@barbershop.org

BHS Education Team
harmonyu@barbershop.org

BHS Outreach Team
outreach@barbershop.org

1-800-876-SING





**YOUR
DISTRICT
TREASURER
IS A RESOURCE
FOR YOU**

www.barbershop.org/districts



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*Thank You for Your Service as
a Chapter Treasurer!*

www.barbershop.org/healthy chapters