

Class Descriptions

Part 1: Essentials, gives you everything you need to know on how your QuickBooks® files need to be set up in order to provide the reporting your board, accountant, and you need to operate a nonprofit. The materials will cover the basics of setting up and entering transactions specifically for Nonprofits, as well as advanced topics and an overview of the software updates included in the QuickBooks® 2017

Essentials Topics Include:

- Setting up the correct **Accounts**
- Entering Your **Programs**.
- Adding Your **Annual Budget**.
- Entering Your **Outside Payroll**.
- Creating **Reports for the Board**.
- Creating **Reports for Your Accountant**.
- Tracking Your **Members and Donors**.
- Tracking **Grants, Pledges, and Dues**.
- **Year-End Acknowledgments**.

Plus: What's New in QuickBooks

- **Insights** Tab Updated in 2015
- Comments on **Reports in 2015**
- **Track** Potential Donors in the new Lead Center
- New Calendar that includes: **Appointments** and **To-Do's**
- Attaching **Scan Documents** for free
- Using the New **Report Center**
- Cutting & Pasting lists from **Excel into QuickBooks**
- Updating to the **latest** Version
- Comparing the **On-Line Edition** to the **Desktop Version**
- New search feature and **more**

Part 2: Beyond the Essentials-For those of you who want to learn more than just the Essentials, **Part 2**, is definitely more intense. This section will cover advanced material to really help you do some helpful and amazing things. The advanced topics include:

- Tracking **Special Fundraising** Events.
- Printing **personalized** Donor Thank-You Letters directly from QuickBooks
- Tracking **Funds**
- Two Ways to get **year-end donor- Acknowledgements**
- Finding Bank **Reconciliation Outages**
- Recording **In-Kind Contributions**
- **Customizing Forms**
- **Memorizing Repeating** Transactions.
- **Auto-Recording** Membership Dues.
- Tracking **Volunteers**.
- Advanced **Budgeting by Grant/Program**.
- Advanced method of **Auto-Allocating Expenses to Programs/Grants**.
- **And More!**

This course is designed for those new to QuickBooks, as well as advanced Desktop users. Gregg will stay after class to answer questions as well.