QuickBooks – The Basics for Nonprofits

Topic Outline

Setting Up Your Nonprofit

1. Company Information
2. Editing the Charts of Accounts
3. Setting up Classes
4. Creating Items

Entering Transactions

1. Director uses a Personal Visa Card to Secure Web Address
2. Director pays Attorney for Incorporation with a Personal Check
3. Director uses a Personal Check to Open the Corporate Checking Account
4. Pay Attorney with a Check to File for 501(c) (3) Tax Exemption
5. Pay Web Designer for Logo and Website with a Check
6. Pay for Liability Insurance with a Check
7. Use Debit Card to Order Business Cards
8. Receive Endowment of Stocks
9. Deposit a Contribution
10. Repay Loan from Director with a Check
11. Buy Mailing List with a Debit Card
12. Enter Bill for Flyers and Event Tickets
13. Buy Stamps and Office Supplies with the Debit Card
14. Enter the Sale of Fund Raiser Dinner Tickets and Deposit the Proceeds
15. Enter the Vendor Bills from the Fund Raiser Dinner Event
16. Enter a Bill for Program Supplies
17. Summary Post the Payroll from the Payroll Company Reports

Other Transactions and Important Activities

1. Enter a Pledge for a Future Donation
2. Receive a Payment on a Pledged Donation
3. Enter the Receipt of an In-Kind Donation
4. Pay Bills
5. Reconcile the Checking Account
6. Backing up Your Data