**[FineResults Research Services](http://fineresultsresearch.org/)** invites you to training on:

**Topic:**  [**Financial Management for NGOs using QuickBooks**](https://bit.ly/2Kpnqwf)

**Date:** **3rd to 7th August 2020**

**Cost: USD 800 or Ksh 65000**

**Contacts: +254 759 285 295,** [**training@fineresultsresearch.org**](mailto:training@fineresultsresearch.org)**.**

**Venue :** **FineResults Research, Nairobi, Kenya Training Centre.**

**INTRODUCTION**

QuickBooks is easy to use, yet has many features that are relevant for nonprofit bookkeeping. The program can be used to cut down the time you spend on your books as well as comply with the vast reporting requirements of Non-Governmental Organizations (NGOs) and Non-Profits Organizations. This intuitive and powerful accounting and financial reporting system takes the complexity out of entering, maintaining, tracking and reporting detailed financial data. It offers a combination of visually appealing data entry screens, well-defined user features, and quick access to help make data management easy. The software indeed helps not-for-profit organizations/non-governmental organizations (NGOs) increase efficiency and more easily manage their operations from fund accounting, donors and financial reporting.

**LEARNING OBJECTIVES**

By the end of this training, participants will be able to use QuickBooks accounting software for NGOs, in a way they can easily:

* Set-up budgets, track actual with the budgets and report on variances
* Generate various financial reports and statements for Management, Donors & Auditors.
* Manage donors, grants, and pledges
* Manage vendors & suppliers
* Allocate expenses across multiple programs
* Post income and expenses by fund
* Manage cash advances given out
* Track details of Cash/Bank Account transactions

## **TRAINING FOCUS**

**Module 1**

**The Basics**

* Introduction to QuickBooks accounting
* Using the nonprofit menu
* Understanding the financial statements of a nonprofit
* Unified chart of accounts (UCOA)
* Nonprofit forms and letters
* Setting up accounts for different nonprofits (such as traditional charities, membership associations, houses of worship, performing arts organizations, private schools, and even governmental agencies)
* Setting up programs
* Entering grants
* What's a form 990?

**Tracking Income**

* Setting up members and donors
* Recording individual donations
* Recording lump sum donations
* Tracking and receiving grants
* Receiving general contributions
* Making deposits

**Tracking Expenses**

* Setting up vendors and employees
* Entering and paying bills
* Writing checks
* Using an outside payroll service
* Paying employees
* Paying payroll taxes
* Tracking volunteer time
* Classifying expenses and payroll by program
* Allocating expenses by percentage to programs

**Standard Reports for Nonprofits**

* Basic profit & loss statement
* Profit & loss statement by month and by program
* Budget vs. actual reports
* Year-end financial statements for auditors, directors and accountant (for 990 tax form)

**Module 2**

**Customizing QuickBooks**

* Adding, deleting, resizing, and reordering columns on reports
* Filtering and formatting reports
* Saving reports and creating memorized report groups
* Customizing forms
* Creating and using custom fields
* Exporting reports to Excel

**Advanced Budgeting**

* Entering and reviewing budgets
* Copying prior year's budgets
* Modifying budgets using Excel
* Importing an Excel budget
* Tracking budgets by program
* Entering budgets by grant
* Preparing budget reports for the board of directors
* Generating budget vs. actual reports

**Pledges**

* Entering pledges
* Reports of outstanding pledges
* Sending reminder letter for overdue pledges

**Membership Organizations**

* Invoicing for membership organizations
* Setting up members
* Reports of past due, dues
* Sending renewals

**In-Kind Contributions**

* Understanding in-kind contributions
* Accounting for in-kind contributions

**Matching Grants**

* Setting up Matching Grants
* Recording donations and pledges for matching grants
* Reports for matching grants

**Capital Campaigns**

* Creating a capital campaign
* Setting up the appropriate accounts, classes, and budgets for a capital campaign
* Entering pledges, individual contributions, and lump-sum contributions for a capital campaign
* Recording year-end adjustments
* Reports for capital campaigns

**Module 3**

**Special Events**

* Creating a special event
* Setting up the appropriate accounts, items, and budgets for a special event
* Accounting for sponsorship activities
* Entering ticket sales
* Tracking in-kind contributions, lump-sum deposits, and expenses for a special event
* Reports for special events

**Direct Mail Pieces (fundraising letters)**

* Creating fundraising letters
* Creating accounts and items for letters
* 2 methods for entering income from letters
* Accounting for expenses
* Reports for fundraising letters

**Fiscal Sponsorships**

* Creating accounts, items, and customers for fiscal sponsorships
* 2 methods for entering income
* Accounting for payments
* Reports for fiscal sponsorships

**Module 4**

**Tracking Donors/Volunteers**

* Entering information for donors and volunteers
* Sending letters to donors
* Year-end reports for donors
* Tracking time for volunteers

**Houses of Worship**

* Running the profit & loss statement by committee
* Creating special accounts and budgets
* Reports for Houses of Worship

**Tracking Funds**

* Creating classes and accounts for funds
* Entering transactions to funds
* Recording beginning fund balances
* Reviewing fund balances

**Advanced Features**

* Using QuickBooks on a network (multi-user)
* Password protecting QuickBooks
* Updating QuickBooks
* Protecting your QuickBooks data

**Module 5**

**Payroll**

* Setting up payroll
* Entering employees
* Setting up payroll items
* Tracking and invoicing time
* Processing paychecks
* Modifying paychecks
* Making tax deposits
* Preparing tax forms

**Tricky Transactions**

* Using online banking
* Handling bounced checks...easily
* Entering customer down payments/deposits
* Setting up automatic transactions (memorizing transactions)
* Using credit cards

**Inventory**

* Entering purchase orders
* Receiving inventory
* Adjusting inventory quantities

NB: We are offering you a half day, fun and interactive team building event!

## **Be part of the Training**

* Click **[HERE](https://bit.ly/2yyeqlY)** for the individual registration.

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