

Presented by Washington Nonprofits in partnership with the Wyoming Nonprofit Network



Quickbooks for Nonprofits

Note: This course is on the QuickBooks DESKTOP version, not the Online version

Three 120-minute webinars, Tuesday, Wednesday and Thursday, December 4-6, 2018

\$150 Members of Wyoming Nonprofit Network

\$200 Not-yet-members

[Register and pay here](#)

You need good financial information to make decisions, solve problems, and protect resources. "QuickBooks for Nonprofits" is designed to get you what you need to effectively run your organization. This class is essential for all nonprofits using QuickBooks.

Over the course of this three-day series, we will share practical advice on how to adapt the flexible features of the popular QuickBooks accounting software to meet the robust tracking and reporting needs of nonprofits. This class is for those who know the basics in QuickBooks but want to get the most out of their system, setup, and reports.

Topics Include

- Nonprofit Accounting Basics
- Internal Controls and Security
- Financial Statements and Reports
- Chart of Accounts
- Cost Allocation
- Tracking Restricted Contributions/Releases
- Bank Reconciliations
- Tips, Tricks, and Common Mistakes

Sessions take place Tuesday through Thursday from 10:00am to 12:00pm Mountain Time.

COURSE OUTLINE:

Tuesday, December 4, 2018 - 10:00am – 12:00pm

Day one will focus on structure, set up and navigation:

- QuickBooks Navigation including backup and restore
- Using QuickBooks including users, passwords and preferences
- Managing lists

Wednesday, December 5, 2018 - 10:00am - 12:00pm

Day two will focus on reporting and data entry techniques:

- Financial reporting including exporting to excel
- Banking transactions and reconciliations
- Bills and credit cards
- Invoices and receipts

Thursday, December 6, 2018 - 10:00am - 12:00pm

Day three will focus on more advanced topics:

- Journal entries and when not to use them
- Cost allocations and release of restrictions
- Budget entry and reporting

All sessions will be recorded, and the recording will be available to all registered participants. Participants who are unable to attend one or more of the sessions will still have access to all course materials.

ABOUT THE PRESENTER:



Julleen Snyder, CPA, CGMA, Partner, Jacobson Jarvis & Co

Julleen has been with Jacobson Jarvis since 1995 and has both practical experience within a not-for-profit organization, as well as a solid background in accounting and auditing. Julleen is a QuickBooks ProAdvisor and helps nonprofits just starting with QuickBooks and those who are ready to review and modify their existing systems to better meet their needs. Julleen trains staff and volunteers to use QuickBooks more efficiently and helps solve accounting and payroll problems for her clients.