TC TRAINING CENTER
computer training solutions

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QuickBooks Premier Nonprofit

Skill Level: Basic

Learn how to use the QuickBooks program to manage your nonprofit business! In this class we start from the beginning with setting up Donors and Vendors. Monitor program funding with budgets and budget vs. actual reporting. Learn to access all the data to complete your 990 form in one report. In addition, learn how to demonstrate financial accountability to your board of directors with a statement of financial income and expense. Learn to identify your key donors with the Donor Contribution Summary. Learn to reconcile accounts, pay bills and more! This class covers the foundations of the programs and you will leave knowing how QuickBooks can work for you and your nonprofit. **This is a specialty class and will be taught on the QuickBooks Premier Nonprofit version.**

Some of the things you will learn in this class:

- Setting up your Nonprofit
- Creating a Customer Database and Tracking System
- Creating Invoices
- Track Time & Billing
- Paying Bills
- Setting up Accounts (Checking, Savings, etc.)
- Printing Checks
- Reconciling Accounts
- Refunds & Credit Memos
- Reports (Profit/Loss, Expense Tracking, Budgets, etc.)
- Donor Letter templates
- Nonprofit Financial Reports - budgets vs. actual reporting
- 990 form reports
- Statement of Financial Income and Expense
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.