Realizing Profitable Potential through Change

# 10 Tips for Non-Profit Bookkeeping

1. Set your Preferences – There are two types "My Preferences" & "Company Preferences"
   A. My Preferences – Are for each individual user. It is designed to make QuickBooks customized to your personality or work ethics.
   B. Company Preferences – Are what the Administrator sets. It is designed for the company's needs and ease of use.
2. Use Classes & Subclasses to Track Programs – Take time to consider the names of each class.
   A. Example: 100 Seniors Program
      - 101 Meals on Wheels
      - 102 Bingo
      - 103 Exerciser

      200 Children's Education
      - 201 Preschools
      - 202 Kindergartens
3. Do not overload your customer list.
   A. You can create a generic customer name, such as "Donor", or leave the name field blank, and post all appropriate donations. By "appropriate donations" I mean donations that arrive without the need to create an invoice/pledge.
4. Use Jobs to Track your Grants and/or Fund Raisers
5. Make sure you code your bills correctly using job and classes.
6. Make sure you code your payroll correctly using job and classes.
7. Code your income/donations/grants correctly using jobs and classes.
8. Use Memorizing Bills – It saves your time!
   A. For your Rent
   B. Any type of monthly bill that is the exact amount each month.
9. When transferring money from one bank account to another – use the "Transferring Funds Between Accounts" function in QuickBooks instead of using "writing a check" or any another way.
10. Keep your bank and credit cards reconciliations up to date. Do reconciliations as soon as you get your statement.

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