



# Mastering QuickBooks A How-to Clinic for Nonprofit

**HEY AGAIN!!! WE WILL BEGIN AT 2:01PM EST –  
YOU SHOULD BE HEARING MUSIC**

## -Desktop Version-

Gregg Bossen, CPA PC  
QuickBooks Made Easy for Nonprofits  
Atlanta, GA  
[www.quickbooksmadeeasy.com](http://www.quickbooksmadeeasy.com)

# Your Presenter & Panelists



Gregg Bossen, CPA  
QuickBooks Made Easy  
for Nonprofits



Bill Sims  
Marketing



Barbara Starley, CPA  
Tech Support



Paige Hudson Garcia  
Tech Support

# About Our Instructor

- **Certified Advanced QuickBooks ProAdvisor®**
- **Specializes in Industry-Specific Training**
- **Author of QuickBooks® Made Easy™ for Nonprofits**
- **National Trainer – seminars/webinars around the country**



Gregg Bossen, CPA

Get Social Use Hashtag #QBME

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@GreggBossen

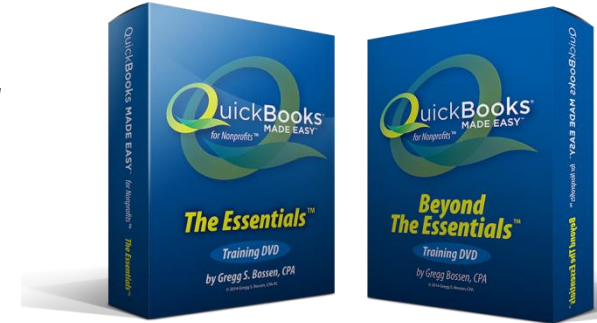
@GrantStation

# What We Do

## Train & Support Nonprofits using QuickBooks

☐ Training Products – *STREAMABLE*

☐ Nonprofit QB Tech Support



☐ Live Seminars/Webinars across the country



# Upcoming Webinars

**Free Webinar: Nonprofits: The Latest on the PPP Flexibility Act and the HEROES Act**  
Tuesday, July 14 @ 2:00 pm - 3:30 pm EST

Register here:

[https://us02web.zoom.us/webinar/register/WN\\_VpnMYRSKQ2GHwGmmzWRimw](https://us02web.zoom.us/webinar/register/WN_VpnMYRSKQ2GHwGmmzWRimw)

**2 Day Webinar Series: Preferences and Reporting Features for Desktop Users**

Tuesday, August 11 @ 2:00 pm - 3:30 pm EST

Wednesday, August 12 @ 2:00 pm - 3:30 pm EST

**\$119 – please use coupon code NPQWEB30 for \$30 off the regular price of \$149**

<https://quickbooksmadeeasy.com/event/prefs-reporting-desktop/>

**2 Day Webinar Series: Settings and Reporting Features for Online Users**

Tuesday, August 18 @ 2:00 pm - 3:30 pm EST

Wednesday, August 19 @ 2:00 pm - 3:30 pm EST

**\$119 – please use coupon code NPQWEB30 for \$30 off the regular price of \$149**

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**More Webinars to be Announced!!**

# Special Offer!

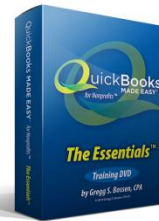
## Ends 7/11/2020 at 11:59PM PST

- **The QuickBooks Online Essentials or Beyond the Essentials for only \$149**

**Code: NPQ149**

Get The Essentials or Beyond the Essentials Training!

**Normally: \$229.95 Each**

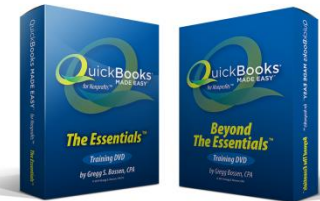


- **QuickBooks Made Easy – The Set for only \$298**

**Code: NPQ298**

Includes The Essentials & Beyond the Essentials Training!

**Normally: \$399.95**



- **Tech Support for 1 Year \$299**

**Code: NPQTSJULY**

**Normally: \$499.00**



# Special 2 Day Webinar Series Offer!

## Ends 7/11/2020 at 11:59PM PST

- **Preferences and Reporting Features for Users of QuickBooks Desktop (2 Day Webinar Series) for only \$119 (reg. \$149)**  
Tuesday, August 11 @ 2:00 pm - 3:30 pm EST  
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# Webinar Mini-Series Topics

## Day 1...

- In-Kind Contributions
- Tracking Volunteers
- Auto Allocating Expenses
- Board Reporting...

## Day 2...

- Restricted Grants
- More Board Reporting...



# Agenda

## Restricted Grants

- **Defining Restricted Grants**
- **Entering the Grant**
- **Tagging Non-Payroll Expenses to the Grant**
- **Tagging Payroll Expenses to the Grant**
- **Entering the Grant Budget**
- **Restricted Grant Reporting**
- **BONUS: Dealing with Grants received for Future Years**

## Defining Restricted Grants

- **Use Restrictions – must be spent for a specific purpose**
- **Time Restrictions – must be spent over a specific period of time**

## GOAL : Grant P & L compared to budget

- **See/report on how dollars have been spent**
- **Determine amount to request for reimbursements**
- **See how much is left to spent by line item**
- **Ensure you are not counting a single expense on two grant reports**
- **Determine if you have used restricted grant dollars inappropriately**

## 3 Things To Be Tracked When Entering An Expense

- **Natural Category (object) = ACCOUNT**
- **Program (function) = CLASS**
- **Grant that paid it = CUSTOMER:JOB**

# DEMO

# Agenda

## *More Board Reports*

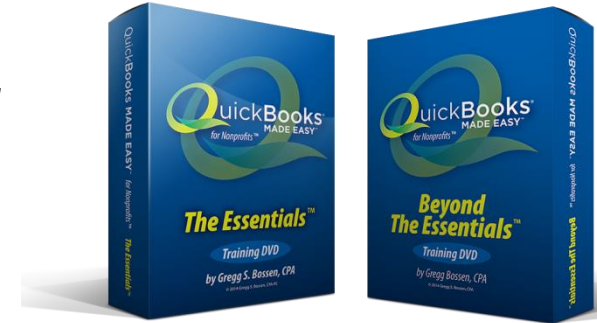
- **Statement of Functional Expenses**
- **Budget to Actual w/prior year actuals as well**
- **Revised Budget to Actuals**
- **You tell me...**

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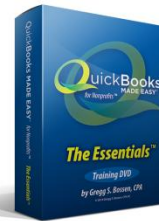
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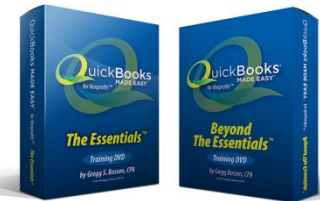


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# Thank You for Joining the Mastering QuickBooks: A How-to Clinic for Nonprofit Bookkeepers -Desktop Version-

**Presenter:** Gregg S. Bossen, CPA

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