# Non Profit Chart of Accounts

| Employee benefits - not pension SA Salaries & related expenses 7240 Increase Decrease Payroll taxes, etc. SA Salaries & related expenses 7250 Increase Decrease Accounting fees SA Contract service expenses 7520 Increase Decrease Legal fees SA Contract service expenses 7530 Increase Decrease Legal fees SA Contract service expenses 7540 Increase Decrease Rent SA Facility & equipment expenses 8210 Increase Decrease Occupancy costs SA Facility & equipment expenses 8210 Increase Decrease Utilities SA Facility & equipment expenses 8220 Increase Decrease Equipment rental & maintenance SA Facility & equipment expenses 8220 Increase Decrease Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease SA Travel & meetings expenses 8270 Increase Decrease SA Other expenses 8270 Increase Decrease Decrease SA Other e | Account Name                       | FS  | Group                         | Code | Debits   | Credits  |
|--|------------------------------------|-----|-------------------------------|------|----------|----------|
| Payroll taxes, etc.  Accounting fees  Accounting fees  SA Contract service expenses  7520 Increase Decrease Accounting fees  SA Contract service expenses  7530 Increase Decrease Professional fees - other  SA Contract service expenses  7530 Increase Decrease Professional fees - other  SA Contract service expenses  7540 Increase Decrease Professional fees - other  SA Facility & equipment expenses  Rent  SA Facility & equipment expenses  SA Facility & equipment expenses  Batto Increase Decrease Utilities  SA Facility & equipment expenses  Equipment rental & maintenance  SA Facility & equipment expenses  Equipment rental & maintenance  SA Facility & equipment expenses  Equipment expenses  Equipment expenses  Batto Increase Decrease Decrease Depreciation and amortization  SA Facility & equipment expenses  Batto Increase Decrease Conference, conventions, meetings  Interest  SA Travel & meetings expenses  Batto Increase Decrease Insurance  SA Other expenses  SA Other expense | Pension costs                      | SA  | Salaries & related expenses   | 7230 | Increase | Decrease |
| Accounting fees SA Contract service expenses 7520 Increase Decrease Legal fees SA Contract service expenses 7530 Increase Decrease Professional fees - other SA Contract service expenses 7540 Increase Decrease Rent SA Facility & equipment expenses 8210 Increase Decrease Occupancy costs SA Facility & equipment expenses 8210 Increase Decrease Ottilities SA Facility & equipment expenses 8220 Increase Decrease Equipment rental & maintenance SA Facility & equipment expenses 8260 Increase Decrease Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Travel SA Travel & meetings expenses 8270 Increase Decrease Travel SA Travel & meetings expenses 8270 Increase Decrease Insurance SA Other expenses 8310 Increase Decrease Insurance SA Other expenses 8320 Increase Decrease Staff development SA Other expenses 8520 Increase Decrease Staff development SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Staff development SA Other expenses 8550 Increase Decrease Outside computer services SA Other expenses 8570 Increase Decrease Outside computer services SA Other expenses 8570 Increase Decrease Outside computer services SA Other expenses 8570 Increase Decrease Outside computer services SA Other expenses 8570 Increase Decrease Outside computer services SA Other expenses 8570 Increase Decrease Outside computer services SA Other expenses 8570 Increase Decrease Outside computer services SA Other expenses 8580 Increase Decrease Outside computer services SA Other expenses 8580 Increase Decrease Outside computer services SA Other expenses 8580 Increase Decrease Outside computer services SA Other expenses 8580 Increase Decrease Outside computer services SA Other expenses 8580 Increase Decrease Outside computer services SA Other expenses 8580 Increase Decrease Outside Contract SA Other expenses 8580 Increase Decrease Outside Computer | Employee benefits - not pension    | SA  | Salaries & related expenses   | 7240 | Increase | Decrease |
| Legal fees SA Contract service expenses 7530 Increase Decrease Professional fees - other SA Contract service expenses 7540 Increase Decrease Rent SA Facility & equipment expenses 8210 Increase Decrease Occupancy costs SA Facility & equipment expenses 8210 Increase Decrease Utilities SA Facility & equipment expenses 8220 Increase Decrease Equipment rental & maintenance SA Facility & equipment expenses 8260 Increase Decrease Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Decrease SA Facility & equipment expenses 8270 Increase Decrease SA Facility & equipment expenses 8270 Increase Decrease SA Travel & meetings expenses 8270 Increase Decrease SA Travel & meetings expenses 8270 Increase Decrease SA Travel & meetings expenses 8310 Increase Decrease Insurance SA Other expenses 8310 Increase Decrease Insurance SA Other expenses 8320 Increase Decrease Staff development SA Other expenses 8330 Increase Decrease Staff development SA Other expenses 8340 Increase Decrease Staff development SA Other expenses 8350 Increase Decrease Outside computer services SA Other expenses 8350 Increase Decrease Contingency provisions SA Other expenses 8360 Increase Decrease Contingency provisions SA Other expenses 8360 Increase Decrease SA Other expe | Payroll taxes, etc.                | SA  | Salaries & related expenses   | 7250 | Increase | Decrease |
| Professional fees - other SA Contract service expenses 7540 Increase Decrease Rent SA Facility & equipment expenses 8210 Increase Decrease Occupancy costs SA Facility & equipment expenses 8210 Increase Decrease Utilities SA Facility & equipment expenses 8220 Increase Decrease Equipment rental & maintenance SA Facility & equipment expenses 8220 Increase Decrease Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Travel SA Travel & meetings expenses 8310 Increase Decrease Conferences, conventions, meetings SA Travel & meetings expenses 8310 Increase Decrease Insurance SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Staff development SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8540 Increase Decrease Advertising expenses SA Other expenses 8550 Increase Decrease Outside computer services SA Other expenses 8540 Increase Decrease SA Other expenses 8550 Increase Decrease SA Other expense | Accounting fees                    | SA  | Contract service expenses     | 7520 | Increase | Decrease |
| Rent SA Facility & equipment expenses 8210 Increase Decrease Occupancy costs SA Facility & equipment expenses 8215 Increase Decrease Utilities SA Facility & equipment expenses 8220 Increase Decrease Equipment rental & maintenance SA Facility & equipment expenses 8260 Increase Decrease Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Travel SA Travel & meetings expenses 8310 Increase Decrease Conferences, conventions, meetings SA Travel & meetings expenses 8310 Increase Decrease Insurance SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Staff development SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Outside computer services SA Other expenses 8580 Increase Decrease SC Other expenses 8590 Increase Decrease SC Other expense | Legal fees                         | SA  | Contract service expenses     | 7530 | Increase | Decrease |
| Occupancy costs  SA Facility & equipment expenses B215 Increase Decrease Utilities  SA Facility & equipment expenses Equipment rental & maintenance  SA Facility & equipment expenses B220 Increase Decrease Decrease Depreciation  SA Facility & equipment expenses B270 Increase Decrease Decreas | Professional fees - other          | SA  | Contract service expenses     | 7540 | Increase | Decrease |
| Utilities SA Facility & equipment expenses 8220 increase Decrease Equipment rental & maintenance SA Facility & equipment expenses 8260 increase Decrease Depreciation SA Facility & equipment expenses 8270 increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 increase Decrease Travel SA Travel & meetings expenses 8310 increase Decrease Conferences, conventions, meetings SA Travel & meetings expenses 8310 increase Decrease interest SA Other expenses 8510 increase Decrease Salutionary SA Other expenses 8510 increase Decrease Staff development SA Other expenses 8520 increase Decrease Staff development SA Other expenses 8530 increase Decrease Staff development SA Other expenses 8540 increase Decrease Staff development SA Other expenses 8540 increase Decrease SA Other expenses 8540 increase Decrease SA Other expenses 8570 increase Decrease SA Other expenses 8580 increase Decrease SA Other expenses 8590 increase SA Other expenses 8590 increase Decrease SA Other expenses 8590 increase SA Other expenses 85 | Rent                               | SA  | Facility & equipment expenses | 8210 | Increase | Decrease |
| Equipment rental & maintenance SA Facility & equipment expenses 8260 Increase Decrease Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Travel SA Travel & meetings expenses 8310 Increase Decrease Conferences, conventions, meetings SA Travel & meetings expenses 8320 Increase Decrease Interest SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Staff development SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Contingency provisions SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease SA SA Other expenses 8580 Increase Decrease SA SA Susiness expenses 8590 Increase Decrease SA SA Susiness expenses 8610 Increase Decrease SA SA Susiness expenses 8620 Increase Decrease SA SA Susiness expenses 8620 Increase Decrease SA  | Occupancy costs                    | SA  | Facility & equipment expenses | 8215 | Increase | Decrease |
| Depreciation SA Facility & equipment expenses 8270 Increase Decrease Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Travel SA Travel & meetings expenses 8310 Increase Decrease Conferences, conventions, meetings SA Travel & meetings expenses 8320 Increase Decrease Interest SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Staff development SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Outside computer services SA Other expenses 8570 Increase Decrease Staff debt expense 8570 Increase Decrease 8570 Increase 8 | Utilities                          | SA  | Facility & equipment expenses | 8220 | Increase | Decrease |
| Depreciation and amortization SA Facility & equipment expenses 8270 Increase Decrease Travel SA Travel & meetings expenses 8310 Increase Decrease Conferences, conventions, meetings SA Travel & meetings expenses 8320 Increase Decrease Insurance SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Staff development SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease SA SA Susiness expenses 8590 Increase Decrease SA SA Susiness expenses 8590 Increase Decrease SA   | Equipment rental & maintenance     | SA  | Facility & equipment expenses | 8260 | Increase | Decrease |
| Travel SA Travel & meetings expenses 8310 Increase Decrease Conferences, conventions, meetings SA Travel & meetings expenses 8320 Increase Decrease Interest SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Membership dues SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease SA Other expenses 8590 Increase Decrease SA SA Other expenses 8590 Increase Decrease SA  | Depreciation                       | SA  | Facility & equipment expenses | 8270 | Increase | Decrease |
| Conferences, conventions, meetings SA Travel & meetings expenses 8320 Increase Decrease interest SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Membership dues SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease SA Business expenses 8590 Increase Decrease  | Depreciation and amortization      | SA  | Facility & equipment expenses | 8270 | Increase | Decrease |
| Interest SA Other expenses 8510 Increase Decrease Insurance SA Other expenses 8520 Increase Decrease Membership dues SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Other expenses 8580 Increase Decrease Other expenses 8580 Increase Decrease Other expenses 8590 Increase Decrease SA Other expenses 8590 Increase Decrease SA Other expenses 8590 Increase Decrease SA Business expenses 8610 Increase Decrease SA Business expenses 8620 Increase Decrease  | Travel                             | SA  | Travel & meetings expenses    | 8310 | Increase | Decrease |
| Insurance SA Other expenses 8520 Increase Decrease Membership dues SA Other expenses 8530 Increase Decrease Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Other expenses 8580 Increase Decrease Other expenses 8590 Increase Decrease SA Business expenses 8610 Increase Decrease SA SA Susiness expenses 8620 Increase Decrease  | Conferences, conventions, meetings | SA  | Travel & meetings expenses    | 8320 | Increase | Decrease |
| Membership dues     SA     Other expenses     8530     Increase     Decrease       Staff development     SA     Other expenses     8540     Increase     Decrease       Outside computer services     SA     Other expenses     8560     Increase     Decrease       Advertising expenses     SA     Other expenses     8570     Increase     Decrease       Contingency provisions     SA     Other expenses     8580     Increase     Decrease       Other expenses     SA     Other expenses     8590     Increase     Decrease       Bad debt expense     SA     Business expenses     8610     Increase     Decrease       Sales taxes     SA     Business expenses     8620     Increase     Decrease  | Interest                           | SA  | Other expenses                | 8510 | Increase | Decrease |
| Staff development SA Other expenses 8540 Increase Decrease Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Other expenses 8580 Increase Decrease Bad debt expenses 8590 Increase Decrease Bad debt expense SA Business expenses 8610 Increase Decrease Sales taxes SA Business expenses 8620 Increase Decrease  | Insurance                          | SA  | Other expenses                | 8520 | Increase | Decrease |
| Outside computer services SA Other expenses 8560 Increase Decrease Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Other expenses 8590 Increase Decrease Bad debt expense SA Business expenses 8610 Increase Decrease Sales taxes SA Business expenses 8620 Increase Decrease  | Membership dues                    | SA  | Other expenses                | 8530 | Increase | Decrease |
| Advertising expenses SA Other expenses 8570 Increase Decrease Contingency provisions SA Other expenses 8580 Increase Decrease Other expenses 8590 Increase Decrease Bad debt expense SA Business expenses 8610 Increase Decrease Sales taxes SA Business expenses 8620 Increase Decrease   | Staff development                  | SA  | Other expenses                | 8540 | Increase | Decrease |
| Contingency provisions SA Other expenses 8580 Increase Decrease Other expenses 8590 Increase Decrease Bad debt expense SA Business expenses 8610 Increase Decrease Sales taxes SA Business expenses 8620 Increase Decrease   | Outside computer services          | SA  | Other expenses                | 8560 | Increase | Decrease |
| Other expenses SA Other expenses 8590 Increase Decrease Bad debt expense SA Business expenses 8610 Increase Decrease Sales taxes SA Business expenses 8620 Increase Decrease   | Advertising expenses               | -SA | Other expenses                | 8570 | Increase | Decrease |
| Bad debt expense SA Business expenses 8610 Increase Decrease Sales taxes SA Business expenses 8620 Increase Decrease   | Contingency provisions             | SA  | Other expenses                | 8580 | Increase | Decrease |
| Sales taxes SA Business expenses 8620 Increase Decrease  | Other expenses                     | SA  | Other expenses                | 8590 | Increase | Decrease |
|  | Bad debt expense                   | SA  | Business expenses             | 8610 | Increase | Decrease |
| Taxes - other SA Business expenses 8650 Increase Decrease  | Sales taxes                        | SA  | Business expenses             | 8620 | Increase | Decrease |
|  | Taxes - other                      | SA  | Business expenses             | 8650 | Increase | Decrease |

SFP = Statement of Financial Position (Balance sheet)

SA = Statement of Activities (Income statement)

# **Not For Profit Chart Of Accounts Samples**

**American Institute of Architects** 

### **Not For Profit Chart Of Accounts Samples:**

**Chart of Accounts for Health Care Organizations** Neill Finnes Piland, 1999 Financial and Accounting Guide for Not-for-Profit Organizations Malvern J. Gross, John H. McCarthy, Nancy E. Shelmon, 2005-04-29 This Seventh Edition is filled with authoritative advice on the financial reporting accounting and control situations unique to not for profit organizations It contains discussions of the accounting and reporting guidelines for different types of organizations complete guidance on tax and compliance reporting requirements illustrated explanations of various types of acceptable financial statements and much Running QuickBooks in Nonprofits Kathy Ivens, 2005-12 Providing information on using QuickBooks to track more financial data in nonprofit organizations this book covers all versions of QuickBooks Management of donors grants and pledges and topics such as allocating expenses to programs handling donor restrictions and generating the reports needed for donors and tax returns are covered in detail In addition to easy to follow instructions and tons of tips and workarounds information on using QuickBooks for fundraising is provided The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism OuickBooks 2009: The Missing Manual Bonnie Biafore, 2008-10-31 QuickBooks 2009 has impressive features like financial and tax reporting invoicing payroll time and mileage tracking and online banking So how do you avoid spending more time learning the software than using it This Missing Manual takes you beyond QuickBooks help resources you not only learn how the program

 $\underline{\text{Using QuickBooks 2002}} \text{ Gail Perry, 2002 This edition is updated to reflect changes to the latest version of QuxikBooks as well as provide in depth coverage of general accounting information Troubleshooting tips are located throughout the book}$ 

QuickBooks 2014 Bonnie Biafore, 2013 Explains how to use QuickBooks to set up and manage bookkeeping systems track invoices pay bills manage payroll generate reports and determine job costs Nonprofit Management All-in-One For Dummies Beverly A. Browning, Sharon Farris, Maire Loughran, Alyson Connolly, Shiv Singh, Stephanie Diamond, 2023-04-13 Learn the ins and outs of managing funding and handling the accounting for a nonprofit Nonprofits are not like other businesses. They re special It doesn't matter if you re launching a career as part of a multi million dollar organization or a volunteer running your local little league you ll need special know how to navigate the accounting practices and funding needs of a not for profit Nonprofit Management All in One For Dummies is your guide for know how on making a nonprofit organization operate properly This beginner friendly reference helps replace your shelf of nonprofit how to books with a single reference to answer your questions on how to manage a mission focused organization build budgets and raise funds while staying within the confines of the laws governing nonprofits You ll also find advice on valuable skills like marketing that benefit your organization Learn how to run a nonprofit organization Find funding for your organization and stay tax compliant Get a grasp on nonprofit accounting principles Market your organization and fulfill your mission This 5 books in 1 Dummies guide is excellent for volunteers who step up to run a nonprofit that s near and dear to their hearts or would be professional non profit managers who need advice on how to manage and grow an organization **OuickBooks** 2015 Bonnie Biafore, 2014 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you re in control you get step by step instructions on how and when to use specific features along with basic

bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting You ll soon see why this book is the Official Intuit Guide to QuickBooks 2015 The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a new dashboard that highlights your company's financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer Inventory and Employee Centers QuickBooks 2015: The Missing Manual Bonnie Biafore, 2014-10-20 How can you make your bookkeeping workflow smoother and faster Simple With this Missing Manual you re in control you get step by step instructions on how and when to use specific features along with basic bookkeeping and accounting advice to guide you through the learning process Discover new and improved features like the Insights dashboard and easy report commenting You ll soon see why this book is the Official Intuit Guide to QuickBooks 2015 The important stuff you need to know Get started fast Quickly set up accounts customers jobs and invoice items Follow the money Track everything from billable and unbillable time and expenses to income and profit Keep your company financially fit Examine budgets and actual spending income inventory assets and liabilities Gain insights Open a new dashboard that highlights your company's financial activity and status the moment you log in Spend less time on bookkeeping Create and reuse bills invoices sales receipts and timesheets Find key info Use QuickBooks Search and Find features as well as the Vendor Customer **Inventory and Employee Centers** Accounting At Your Fingertips, 2e George R. Murray CPA,2012-08-07 Most small business owners learn early on that it's much cheaper to do their own books alone or with the assistance of a bookkeeper or accounting clerk and have them reviewed by an accountant than to have a CPA on staff With a steady supply of entrepreneurs opening new businesses there s a real need for a one stop accounting reference busy owners bookkeepers and accounting clerks can use to access the specific information they need quickly and accurately Accounting at Your Fingertips Second Edition helps readers pinpoint the precise information they need on any accounting topic without wasting time Divided into concise but complete bites that are easy to find and easy to understand Accounting at Your Fingertips Second Edition covers all topics related to the monthly accounting process Based on the notion that time is the scarcest commodity of all this book is organized to allow readers the shortest path to the information they need including Organization and proper accounting procedures Creating a chart of accounts and balance sheet accounts Posting accounts to the general ledger Reporting assets and expenses Handling receivables payroll and cost of goods and services Posting salaries wages and payroll taxes End of month accounting tasks and procedures Producing balance sheets profit and loss statements and end of year payroll reports Closing the books at the end of the year **Bookkeeping for Nonprofits** Murray Dropkin, James

Halpin, 2012-06-27 BOOKKEEPING FOR NONPROFITS Bookkeeping for Nonprofits is a hands on guide that offers nonprofit leaders managers and staff the tools they need to create and maintain a complete and accurate set of accounting records This much needed resource provides those with little or no bookkeeping experience with practical advice in a highly accessible format Written by Murray Dropkin and Jim Halpin Bookkeeping for Nonprofits is a step by step introduction to keeping accounting records which form the foundation for a nonprofit organization s financial reports tax returns budgets cash forecasts and grant proposals Using this volume as a guide nonprofit leaders and staff will be able to set up books with or without accounting software and ensure that the records meet the needs of their organization Bookkeeping for Nonprofits is a comprehensive resource that Discusses how transactions provide day to day information for tracking cash balances and cash requirements Shows how transactions provide information to management and the board of directors for budgeting and other essential tasks Explains basic bookkeeping concepts such as the accounting equation the chart of accounts and income and expense tracking Guides readers through the nuts and bolts of recording a transaction Provides an overview of alternative recordkeeping methodologies and how to choose among them Designed to be easy to use the book is filled with illustrations and checklists Bookkeeping for Nonprofits is the remarkable new guide for a new generation of accounting challenges bookkeepers face every day Frances Hesselbein chairman and founding president Leader to Leader Institute Bookkeeping for Nonprofits provides a rare combination of consummate professionalism and clear accessible writing Underlying the wealth of technical information lies a great deal of wisdom The authors have found a way to translate their enormous on the ground experience into usable actionable policies procedures and practices It is a book that gives all you need to create a fiscally responsible agency with the bonus of helping you become a better manager and a wiser person Peter Block business consultant and author of Flawless Consulting and The Empowered Manager Bookkeeping for Nonprofits provides an excellent understanding of the practical application of bookkeeping in the real work environment Ron Werthman vice president finance treasurer and CFO Johns Hopkins Health System The Johns Hopkins Hospital This is a wonderful book that every bookkeeper in a nonprofit organization should have Eusebio David fiscal director Federation of Multicultural **Programs Inc** QuickBooks 2009 Solutions Guide for Business Owners and Accountants Laura Madeira, 2008-12-22 QuickBooks 2009 Solutions Guide This is the definitive must have reference for every business owner entrepreneur accountant and bookkeeper who relies on QuickBooks 2009 Not a beginner's guide it's a high productivity resource for solving the problems that intermediate to advanced QuickBooks users encounter most often Author Laura Madeira is superbly qualified to write this book she has twenty years experience training professionals on Intuit products and has been selected by Intuit to introduce its new releases to accountants and entrepreneurs Here she offers real solutions for every QuickBooks accounting module helping readers achieve their true goal for QuickBooks a clear up to date understanding of where the business stands and where it s headed Thoroughly updated for QuickBooks 2009 this book brings together

indispensable start to finish techniques for troubleshooting QuickBooks data files and fixing QuickBooks mistakes wherever they occur Drawing on her unsurpassed experience Madeira offers expert advice on every facet of QuickBooks accounting data files banking A R undeposited funds employee advances inventory A P sales tax payroll reporting sharing data with accountants and much more This book will help you Quickly set up accurate charts of accounts or improve existing ones Use QuickBooks reports to understand the most important trends in your business Correct data errors in any balance sheet account from AR and AP to taxes and inventory How to use the New for 2009 Client Data Review feature for accountants Properly review your payroll data and avoid expensive mistakes Efficiently share business data with your accountant Troubleshoot beginning balance differences reconciliation errors and many other problems Learn to use the Intuit Statement Writer tool New for 2009 Laura Madeira is founder of ACS Inc located in the greater Dallas Texas area and an Intuit Solutions Provider that specializes in on site and Internet assisted accounting software implementation set up training and troubleshooting She has over twenty years of experience helping companies maintain accurate and timely accounting and financial information through one on one consulting group classes and web based training Madeira currently writes technical documentation and presentations for the QuickBooks product line as a member of the Intuit Accounting Professionals Trainer Writer Network She has also served on Intuit's Accountant and Customer Advisory Council and was a guest speaker for the QuickBooks Developer Network Her QuickBooks at Year End document has been distributed by Intuit at several national events and is one of Intuit's most requested training and presentation documents Her expertise with QuickBooks and other Intuit software has been featured nationally in an Advisor Spotlight and widely distributed promotional literature She holds Intuit's Advanced Certified Point of Sale Certified designations as well as a bachelor of science in accounting from Florida Atlantic University Category Business Finance Covers QuickBooks 2009 User Level Intermediate Advanced OuickBooks 2010 Solutions Guide for Business Owners and Accountants Laura Madeira, 2009-12-11 This is the definitive must have QuickBooks 2010 reference for every business owner and accounting professional Not a beginner's guide this is a high productivity resource for solving the problems that intermediate to advanced QuickBooks users encounter most often Author Laura Madeira is well qualified to write this book she has 20 years experience training professionals on Intuit products and has been selected by Intuit to introduce its new releases to accountants and business entrepreneurs Here she offers real solutions for every QuickBooks accounting module helping you achieve their true goal for QuickBooks a clear up to date understanding of where the business stands and where it s headed Madeira s expert consulting advice covers data files banking A R undeposited funds employee advances inventory A P sales tax payroll reporting sharing data with accountants and much more Offers expert solutions processes and QuickBooks troubleshooting help users can t find in any other book Shows how to fix errors and problems wherever they occur from A R and A P to sales tax and payroll **QuickBooks 2011:** The Missing Manual Bonnie Biafore, 2010-11-01 Your bookkeeping workflow will be smoother and faster with QuickBooks

2011 but only if you spend more time using the program than figuring out how it works This Missing Manual puts you in control You ll not only find out how and when to use specific features you ll also get basic accounting advice to help you through the learning process Set up QuickBooks Arrange files and preferences to suit your company Manage your business Track inventory control spending run payroll and handle income Follow the money Examine everything from customer invoices to year end tasks Find key info quickly Take advantage of QuickBooks reports Company Snapshot and search tools Streamline your workflow Set up the Home page and Online Banking Center to meet your needs Build and monitor budgets Learn how to keep your company financially fit Share your financial data Work with your accountant more efficiently

QuickBooks 2008 Solutions Guide for Business Owners and Accountants Laura Madeira, 2007-11-27 QuickBooks 2008 Solutions Guide for Business Owners and Accountants contains a wealth of information useful to both the business owner and the accountant who services such businesses To make finding the right information easier the book is organized into chapters specific to each accounting module in QuickBooks The author has worked many years with businesses that use QuickBooks to manage their financials and knows that every company has its own unique needs yet all share one common goal to more accurately track how the business is performing financially. The goal of this book is to provide easy to read and easy to follow QuickBooks consulting advice that business owners bookkeepers or accountants can use After reading the chapters in this book business owners and accountants will be able to efficiently troubleshoot a QuickBooks data file and make needed corrections so they can accurately report how the business is performing financially This book helps you o Get started with a QuickBooks data file and learn how to modify the file you already have o Analyze your data and troubleshoot reports o Review and correct any data errors in your balance sheet accounts such as Banking A R Undeposited Funds Employee Advances Inventory A P Sales Tax and Open Bal Equity Account o Use the tools in QuickBooks to properly review your payroll data and avoid costly mistakes o Efficiently share your business data with your accountant o Make the most of the QuickBooks reporting tools Laura Madeira graduated from Florida Atlantic University with a major in accounting and is a certified trainer for Intuit's Certified Trainer Network As a member of this select group she provides training to accountants and consultants each fall when the new version of QuickBooks is released She also is a guest instructor for Intuit at many trade shows throughout the year and she writes published QuickBooks technical documentation and presentations for Intuit Laura owns a software and accounting firm that has for more than 20 years helped a large variety of businesses manage their financials using Intuit's QuickBooks software Intuit's Quicken in those early years In fact she has been training users on QuickBooks since the very first version was released many years ago Category Business Finance Covers QuickBooks 2008 User Level Intermediate Advanced Front cover quote Laura Madeira has created an extremly valuable QuickBooks resource that belongs on every business and accountant's bookshelf Rich Walker CPA Intuit Accountant Relations The Architect's Handbook of Professional Practice American Institute of Architects, 2013-11-25 The definitive guide to architectural practice

Business legal and technical trends in architecture are constantly changing The Architect's Handbook of Professional Practice has offered firms the latest guidance on those trends since 1920 The Fifteenth Edition of this indispensable guide features nearly two thirds new content and covers all aspects of contemporary practice including updated material on Small firm practice use of technologies such as BIM and project delivery methods such as IPD and architect led design build Career development and licensure for emerging professionals and state mandated continuing education for established architects Business management topics such as organizational development marketing finance and human resources Research as an integrated aspect of architectural practice featuring such topics as evidence based design and research in a small firm context The Fifteenth Edition of The Architect's Handbook of Professional Practice includes access to a website that contains samples of all AIA Contract Documents in PDF format for Mac and PC computers With comprehensive coverage of contemporary practices in architecture as well as the latest developments and trends in the industry The Architect's Handbook of Professional Practice continues to be the essential reference for every architect who must meet the challenges of today's marketplace with insight and confidence

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