



Financial Accounting Software for Non-Profit Organizations



Corporation for
NATIONAL &
COMMUNITY
SERVICE 



Financial & Grants Management Institute
November 15 - 17, 2010



Session Objectives

- Participants will gain useful information on the key factors in choosing an accounting software, including:
 - Required functionality for an accounting system
 - Key factors to consider when purchasing an accounting software
 - Present listing of popular accounting software for small and medium organizations



Accounting Systems – Key Elements

- An accounting system must be capable of:
 - Distinguishing grant vs. non-grant related expenditures
 - Identifying costs by program year
 - Identifying costs by budget category
 - Differentiating between direct and indirect costs (administrative costs)
 - Accounting for costs by projects or cost centers
- Maintains Federal and non-Federal matching funds separately from grant funds
- Records in-kind contribution as both revenues and expenses



Chart of Accounts – Key Elements

- Numerical outline of accounts
 - Codes
- Narrative description of each line item
 - Object Class

- **Note:** special account codes should be created to track CNCS-funded activities by separate grant



Key Factors For Consideration

□ **Invoicing/Account Receivables**

- Can you invoice customers?
- Can you track incoming revenue?
- Can you create customized invoices and print, email or convert them to PDF files for your clients?
- Can you print shipping labels and track shipments?

□ **Account Payables**

- Can you pay bills, keep track of vendors, write checks, and create purchase orders?



Key Factors For Consideration (Cont'd)

□ **Payroll and Employee Management**

- Can you create employee profiles, track hours, and write payroll checks?
- Can you configure payroll for automatic payments or electronic payments with a subscription to an additional service?

□ **Project/Job Management**

- Can you track project expenses and revenue?
- Can you track budgets by job or project?



Key Factors For Consideration (Cont'd)

□ Reporting

- One of the best features of accounting software is the ability to run reports so you can easily see what is working or not working for your organization
- Most also offer the ability to create custom reports.



Accounting Software for Small Organizations

- ❑ Sage Peachtree Complete Accounting
- ❑ QuickBooks Pro or Premier Nonprofit
- ❑ AccountEdge
- ❑ DacEasy
- ❑ Simply Accounting
- ❑ CYMA Accounting for Windows
- ❑ NetSuite Small Business
- ❑ Cougar Mountain

CNCS and MBI do not
endorse any specific
accounting products,
many products are available
these are only suggestions



Accounting Software for Medium-Size Organizations

- ❑ Macola ES
- ❑ Microsoft Dynamics AX
- ❑ Microsoft Dynamics GP
- ❑ Microsoft Dynamics NAV
- ❑ Microsoft Dynamics SL
- ❑ Platinum
- ❑ Sage ACCPAC ERP
- ❑ Sage MAS 90/200 ERP
- ❑ Sage MAS 500

CNCS and MBI do not
endorse any specific
accounting products,
many products are available
these are only suggestions



Summary

- Do your research!
 - It is important to do a little research to figure out which product is right for your organization
- Free Trials!
 - Take advantage of free trials so you can get a feel for a few different programs before you settle on one to help you run your organization