



Introducing our

## Free QuickBook Series

with **Wayne Higdon**, a certified QuickBooks Advisor  
and President of 25th Hour Accounting Solutions

Join us for one or for all of these hands-on workshops. If you have a laptop with QuickBooks, please feel free to bring it. If not, we will have laptops for attendees to use.

<p><b>QuickBooks Online Edition basics</b> <b>Tuesday, September 22nd</b> <b>10:00—Noon</b></p> <p>Covers the basics of moving around the program's new design, with a special focus on using online bank feeds to quickly enter or reconcile bank and credit card data.</p>	<p><b>QuickBooks for Service Businesses</b> <b>Thursday, September 24th</b> <b>10—Noon</b></p> <p>Designed for businesses that provide services, such as: consultants, contractors, medical, day care, dog walking, etc. Focus on project accounting including evaluating profitability, tracking time, passing expenses through, and accepting credit cards</p>
<p><b>Introduction to QuickBooks with Virginia Gokhale, CPA</b> <b>Thursday, September 24th 6:30-8 pm</b> <b>Schenectady County Public Library, Main Branch</b></p> <p>This introductory workshop will include an overview of QuickBooks as well as a discussion of accounting and reporting issues that can help the small business owner be efficient and effective in tracking finances.</p>	<p><b>QuickBooks for Businesses with Inventory</b> <b>Tuesday, September 29th</b> <b>10-Noon</b></p> <p>Focus on work flows: POs, receiving items and paying bills, estimates, sales/work orders, invoicing and accepting credit cards.</p>
<p><b>What's new in QuickBooks 2016</b> <b>Wednesday, September 30th</b> <b>8:30-9:30 AM</b></p> <p>This workshop will focus on the new features of QuickBooks 2016 for Windows PC, including major changes in recent versions. Continental breakfast will be served.</p>	<p><b>QuickBooks for Nonprofits</b> <b>Thursday, October 8th</b> <b>10-Noon</b></p> <p>Focus on using QuickBooks for grant tracking, donor management, and cost allocations, as well as a discussion of a new simple low-cost donor management add-on called Method:Donor and its web payment portal using PayPal.</p>

*All workshops, except the Introduction Workshop with Virginia Gokhale, will be held at  
**255 Orange St, in Albany, 2nd Floor Conference Room.***

*Free parking in the adjacent lot. Building and parking lot are handicapped accessible.*

*Please RSVP to Paul Stewart at 436-8586 x805 or email [Paul@mycommunityloanfund.org](mailto:Paul@mycommunityloanfund.org).*



The Community Loan Fund of the Capital Region is a non-profit community development financial institution that provides access to capital by pooling investments and donations from socially concerned individuals and organizations, and re-lending it to non-profit organizations, micro enterprises and small businesses, and individuals for home ownership and repair. We provide training and technical assistance as well.

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