



# QuickBooks Online Foundations

Sushi Coma Inc.





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presented by

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**(School)**



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## **Important Information about the Structure of this Training**

Our QuickBooks Online Training is intended as the foundation for using QuickBooks® as a bookkeeping, business management and cash flow building tool. The material provides a critical basis for establishing bookkeeping best practices and ensuring accurate financial information.

**Please ask questions throughout the presentation.**

In addition to what you will learn today this manual is a  
post-training reference guide.

***We are happy you are here and look forward  
to helping you master QuickBooks!***

The most important reason to advance our knowledge of QuickBooks® and basic bookkeeping principles, whether you are a business owner or employee, is to improve business performance.

**While we identify specific learning objectives at the beginning of each section, 3 Overall Objectives include:**

1. Introduction to basic features in QuickBooks and how they apply to best practice bookkeeping principles.
2. How to effectively and efficiently use QuickBooks to manage daily bookkeeping tasks and develop an understanding of how the data is entered, processed and reviewed.
3. How to customize QuickBooks to meet the specific needs of a business.

**Why we teach Cash Flow with QuickBooks®**

Business owners typically identify Cash Flow as their number one area of concern. QuickBooks Accounting Software, when utilized correctly, allows users to run Cash Flow projections and develop a Cash Flow management strategy to prevent shortfalls. This training will help participants develop a strong knowledge base of how to use QuickBooks reports to manage a business and build cash flow.

**The foundation of business success is in the daily use of accurate, real-time financial data. *“What we measure, we manage; what we manage, we improve.”***

***It is important to focus on the areas of our business that contribute most to profitability.  
QuickBooks helps us quickly identify areas of focus if we know where to look.***

The 80/20 rule, the 'Pareto Principle', is a powerful concept that consistently rings true.

In most cases, 20% of our customers generate 80% of our net profit. At the same time, 20% of the goods or services we sell contribute 80% of our revenue, etc. You get the idea.



***The most important aspect of accurate financial data  
is the action plan it creates.***

By generating daily reports that uncover the best customers, jobs, services, or products, you will soon see how you can refocus internal efforts on doing highly valuable work.

Accurate real-time data with one click access to reports, is an enormous benefit of using QuickBooks® Online the 'right-way'.

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