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PHOENIX TS

Basic Finance

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' Instructor-led Basic Finance course is designed to teach those inexperienced with numbers to effectively deal with financial statements, understand payroll and speak the basic terminology of bookkeeping within the Federal Workplace. This training will address: Basic terminology, Accounting methods, Accounts payable and receivable, Balance sheets, Planning, budgeting, and control

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Basic Terminology (I)

- Balance Sheet
- Assets



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- Liabilities
- Equity
- Income Statement
- Revenue
- Cost of Goods Sold
- Expenses
- Accounting Period
- Review

Module Three: Basic Terminology (II)

- Accounts Receivable
- Accounts Payable
- Depreciation
- General Ledger
- Interest
- Inventory
- Journals
- Payroll
- Trial Balance
- Review

Module Four: Accounting Methods

- Cash Method
- Accrual Method
- Differences between Cash and Accrual
- Module Four: Review Questions

Module Five: Keeping Track of Your Business

- Accounts Payable
- Accounts Receivable
- The Journal
- The General Ledger
- Cash Management
- Module Five: Review Questions

Module Six: Understanding the Balance Sheet

- The Accounting Equation
- Double-Entry Accounting
- Types of Assets
- Types of Liabilities
- Equity
- Module Six: Review Questions

Module Seven: Other Financial Statements

- Income Statement
- Cash Flow Statement
- Capital Statement
- Budget vs. Actual
- Module Seven: Review Questions

Module Eight: Payroll Accounting / Terminology

- Gross Wages
- Net Wages
- Employee Tax Withholding's
- Employer Tax Expenses
- Salary Deferrals
- Employee Payroll
- Employee Benefits
- Tracking Accrued Leave
- Government Payroll Returns/Reports
- Review

Module Nine: End of Period Procedures

- Depreciating Your Assets
- Reconciling Cash
- Reconciling Investments
- Working with the Trial Balance
- Bad Debt
- Posting Adjustments and Corrections
- Module Nine: Review Questions

Module Ten: Financial Planning, Budgeting and Control

- Reasons for Budgeting
- Creating a Budget
- Comparing Budget to Actual Expenses
- Module Ten: Review Questions

Module Eleven: Auditing

- What is an Audit?
- When and Why Would You Audit?
- Internal
- External
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise
- Parking Lot
- Action Plans and Evaluations

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Starting at **\$1,495**

ATTENTION

For GSA pricing or Contractor quotes call
301-258-8200 - Option 2.

GSA 



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