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PHOENIX TS

Budgets Training

This training course will be your first step toward more effective financial management.

Course Overview

Our 2-day, instructor-led Budgets Training course is designed to teach those who are inexperienced with numbers to effectively deal with financial statements, understand payroll and speak the basic terminology of bookkeeping. This training will address:

- Basic terminology
- Accounting methods
- Accounts payable and receivable
- Balance sheets
- Planning, budgeting and control

There are no prerequisites for this class.

Course Outline

Getting Started

- Housekeeping items
- The parking lot
- Workshop objectives
- Action plans and evaluations

Glossary

- What is finance?
- Commonly used terms
- Key players
- Important financial organizations



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- Understanding GAAP
- Case study
- Review questions

Understanding Financial Statements

- Balance sheets
- Income statements (AKA profit & loss statements)
- Statement of retained earnings
- Statement of cash flows
- Annual reports
- Case study
- Review questions

Analyzing Financial Statements (I)

- Income ratios
- Profitability ratios
- Liquidity ratios
- Working capital ratios
- Bankruptcy ratios
- Case study
- Review questions

Analyzing Financial Statements (II)

- Long-term analysis ratios
- Coverage ratios
- Leverage ratios
- Calculating Return on Investment (ROI)
- Case study
- Review questions

Understanding Budgets

- Common types of budgets
- What information do I need?
- Who should be involved?
- What should a budget look like?
- Case study



- Review questions

Budgeting Made Easy

- Factoring in historical data
- Gathering related information
- Adjusting for special circumstances
- Putting it all together
- Computer based methods
- Case study
- Review questions

Advanced Forecasting Techniques

- Using the average
- Regression analysis
- Extrapolation
- Formal financial models
- Case study
- Review questions

Managing the Budget

- How to tell if you're on track
- Should your budget be updated
- Keeping a diary of lessons learned
- When to panic
- Case study
- Review questions

Making Smart Purchasing Decisions

- 10 questions you must ask
- Determining the payback period
- Deciding whether to lease or buy
- Thinking outside the box
- Case study
- Review questions



A Glimpse into the Legal World

- A brief history
- The Sarbanes-Oxley Act
- CEO/CFO certification
- 8th Company Law Directive
- Case study
- Review questions

Wrapping Up

- Words from the wise
- Parking lot
- Action plans and evaluations

Budgets Training FAQs

Who should take this class?

This course is intended for those who are responsible for a budget and who would like to get better at understanding and managing a budget.

Starting at **\$1,095**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)

GSA



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

This **Budgets Training** course includes:

- 1 day of instructor-led training
- Budgets Training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*

**denotes this benefit is only available at participating locations.*