

Managing the cash Cycle—Accounts Receivable & Payable

Accra (Ghana)

3 - 7 February 2025

UK Training

PARTNER



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Code: FA28 From: 3 - 7 February 2025 City: Accra (Ghana) Fees: 3300 Pound

Introduction

The importance of cash cycle coming from fact that moving cash generating profit , so as much as you improve the cash cycle , as much as get more profit. Accounts receivable and payables best practices playing main rule in improving cash cycle.

Course Objectives

- Enhance the understanding of accounting environment, key financial statement and IFRS.
- Identify the accounts receivables best practices and improve credit terms management.
- Identify inventory and supply chain management best practices.
- Identify accounts payable management best practices.
- Improve cash and working capital management skills using latest technology and best tools.
- Enhance the understanding of the cash cycle and cash cycle management.

Course Outlines

Day 1: An Introduction to Accounts Receivable

- Working Capital and Cash Management.
- Understanding “the cost of credit”.
- The “order to cash” process.
- Understanding “risk” in “credit”.
- Accounts Receivable and effective customer service.
- Identifying underperforming areas to increase customer satisfaction.

Customers and Trading Terms

- Terms of trading.
- Tools and techniques of financial analysis: ratios; trends; common size analysis.
- The best performance measure - cash or profit?
- Financial distress and the Altman’s Z score-type analyses.
- Trend analysis.
- Value-added analysis of financial statement.

Day2: Developing Effective Strategies to Maximize Cash Collection

- Identifying effective “pre-delinquency” collection campaigns.
- Defining “post-delinquency” activities.
- Customer sensitive collection strategies.

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Collection techniques and letter cycles.
- Appropriate internal and external escalation steps.
- Using workflow management to maximize collector performance.

Practical Collection Tools and Techniques

- Eliminating barriers to payment.
- Recognizing excuses and delaying tactics.
- Providing solutions to non-payment.
- Telephone collection techniques.
- Negotiation skills for successful collections.
- Building relationships with customers.

Day 3: Managing the Receivables Ledger

- Developing effective internal relationships to maximize performance.
- Setting targets and tracking performance.
- Managing information that dazzles.
- Defining meaningful KPIs.
- Latest Developments in Accounts Receivable.

Accounts Payable, Financial Accounting, and the Supply Chain

- Accounting and financial information: Accounts Payable in context.
- Sources of finance.
- The supply chain.
- Financial position and financial performance.
- Cash flow and Working Capital.
- Why is cash flow so important?

Day 4: Achieving World Class in Accounts Payable Processes

- Defining Best Practice in AP.
- Moving beyond P2P.
- Managing Risk.
- Principles of Best Practice.
- End to End AP Process.
- Defining the issues in Accounts Payable.

Improving Invoice Processing and Operational Management

- Invoice Handling and Approval Processes.
- Verifying invoice data.
- Paying "low value" items.
- How to avoid duplicate payments.
- Making the best use of staff time: limiting telephone calls to AP.
- Does Petty cash management belong in Accounts Payable?

Day 5: Harnessing Technology in Accounts Payable Processes

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- Master Vendor File Management - getting it right from the start.
- Travel & Entertainment.
- Policy management.
- Cash advances and employee reimbursement.
- Process improvement through imaging and workflow.
- Using the internet for AP effectiveness.

Making the Payments and Maintaining the Relationships

- Communications & Customer Relations.
- Payments status information for vendors and internal customers.
- Improving Procure to PayP2PCycle.
- Payments and Payment Solutions: Accounts Payable or Treasury.

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