

Managing the cash Cycle □ Accounts Receivable & Payable

Accra (Ghana)

3 - 7 February 2025

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Managing the cash Cycle – Accounts Receivable & Payable

Code: FA28 From: 3 - 7 February 2025 City: Accra (Ghana) Fees: 3700 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 of Managing the cash Cycle - Accounts Receivable & Payable

- 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.

Managing the cash Cycle - Accounts Receivable & Payable 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

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

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- Identifying effective [pre-delinquency] collection campaigns
- Defining [post-delinquency] activities
- Customer sensitive collection strategies
- 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

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- 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

- 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

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles. The text 'UK Training' is positioned above the word 'PARTNER' which is in a large, bold, black font.

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