

Comprehensive in Course Managing the cash
Cycle—Accounts Receivable & Payable

Accra (Ghana)

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UK Training

PARTNER



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Introduction

The cash cycle plays a crucial role in managing working capital and maximizing profitability. The more effectively you manage the cash cycle, the stronger your cash flow and profit generation will be. Best practices in accounts receivable and payable management are at the heart of cash cycle improvement. This course is designed to help you master these practices and optimize cash flow within your organization. By understanding the financial management cycle in depth, you'll gain the tools needed to develop robust cash and working capital strategies.

Course Objectives

By the end of this course, participants will be able to:

- Strengthen their understanding of the accounting environment, key financial statements, and IFRS standards.
- Identify best practices for managing accounts receivable and improving credit terms.
- Learn best practices in inventory and supply chain management.
- Define strategies for effective accounts payable management.
- Improve skills in cash and working capital management using modern tools and technology.
- Deepen their understanding of the cash cycle and how to manage it efficiently.
- Learn to optimize cash flow and streamline working capital processes.

Course Outlines

Day 1: Introduction to Accounts Receivable

- Working capital and cash management fundamentals.
- Understanding the "cost of credit" and its impact on cash flow.
- The "order to cash" process and its relationship to the cash cycle.
- Managing credit risk in accounts receivable.
- Best practices for customer service to improve cash collection.
- Identifying underperforming areas to enhance customer satisfaction.
- Tools and techniques for financial analysis: ratios, trends, and common-size analysis.

Day 2: Developing Effective Strategies to Maximize Cash Collection

- Identifying pre-delinquency collection strategies.
- Defining post-delinquency activities and strategies.
- Customer-sensitive collection techniques.
- Collection methods and letter cycles.
- Internal and external escalation steps for delayed payments.
- Using workflow management to optimize collector performance.

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

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- Practical tools for improving collections.

Day 3: Managing the Receivables Ledger

- Building strong internal relationships to enhance performance.
- Setting targets and tracking performance using KPIs.
- Managing financial data to highlight performance indicators.
- Latest developments in accounts receivable management.
- Understanding the financial role of accounts payable in the broader financial context.

Day 4: Achieving World-Class Accounts Payable Processes

- Defining best practices in accounts payable AP.
- Moving beyond the purchase-to-pay P2P process.
- Risk management strategies for AP.
- Principles of best practice in AP management.
- Optimizing invoice processing and operational efficiency.
- Verifying invoice data and preventing duplicate payments.
- Maximizing staff time to improve AP operations.

Day 5: Harnessing Technology in Accounts Payable Processes

- Mastering vendor file management for better efficiency.
- Managing policies for travel and entertainment expenses.
- Streamlining cash advances and employee reimbursements.
- Process improvements through imaging and workflow automation.
- Using the internet to enhance AP effectiveness.
- Communication and customer relations to improve payment solutions.
- Enhancing the P2P cycle with technology-driven solutions.

Day 6: Inventory and Supply Chain Management

- Introduction to inventory management and its impact on the cash cycle.
- Techniques for optimizing inventory levels and reducing operational costs.
- Connecting supply chain management to cash flow improvement.
- Using predictive analytics for purchasing and stock decisions.
- Collaboration between inventory and AP teams to enhance financial performance.
- Case study: Reducing excess inventory and improving working capital.

Day 7: Financial Forecasting and Cash Flow Planning

- Fundamentals of financial forecasting and scenario planning.
- Preparing short- and long-term cash flow forecasts.
- Linking sales plans to future cash flows.
- Using forecasting models to support operational and strategic decisions.
- Analyzing potential risks and their impact on cash flows.
- Practical exercise: Building a real-life cash flow forecast model.

Day 8: Internal Controls and Financial Risk Management

The logo for UK Training Partner, featuring the text 'UK Training' in a smaller font above the word 'PARTNER' in a large, bold, black font. The background of the logo is a stylized chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver.

- Designing effective internal control systems to support cash cycle management.
- Evaluating financial risks in accounts receivable and payable.
- Fraud detection strategies and risk reduction techniques.
- Documenting processes and policies for greater transparency.
- Connecting internal controls to overall financial performance.
- Group activity: Developing a customized internal control plan based on a case study.

Day 9: Financial Performance Analysis and Advanced Reporting

- Key performance indicators KPIs related to the cash cycle.
- Preparing analytical financial reports for executive decision-making.
- Analyzing variances and identifying root causes.
- Developing strategic financial reports focused on working capital improvement.
- Visual presentation techniques for clear communication of data.
- Practical exercise: Preparing and presenting a comprehensive financial performance report.

Day 10: Practical Application and Future Strategies

- Comprehensive review of key concepts and tools covered in the course.
- Individual and group project presentations and evaluations.
- Receiving detailed feedback and actionable recommendations.
- Creating personalized action plans for real-world application.
- Developing sustainable strategies for continuous cash cycle improvement.
- Closing session: Sharing lessons learned and future action steps.

Why Attend this Course: Wins & Losses!

- Deep understanding of the cash cycle and effective management strategies.
- Improved accounts receivable practices with stronger credit terms and collection approaches.
- Ability to optimize cash flow using the latest tools and techniques.
- Strategies for strengthening accounts payable processes and minimizing risk.
- Practical experience in inventory and supply chain management.
- Enhanced skills in financial forecasting and cash flow planning.
- Advanced financial analysis and reporting capabilities.
- Expanded professional network and improved cross-team collaboration.

Conclusion

The Cash Cycle and Working Capital Optimization Course offers a comprehensive, hands-on learning experience for finance leaders and operational managers aiming to transform their organization's cash flow and profitability. You will gain deep expertise in accounts receivable and payable management, inventory optimization, cash forecasting, and advanced financial reporting – all designed to strengthen your strategic impact and operational efficiency.

Register today to become a forward-thinking leader who can confidently guide your organization toward greater financial health and long-term success.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern. In the background, there are concentric circles.

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