BLACKBIRD FOR TRAINING

Managing the cash Cycle–Accounts Receivable & Payable

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Baku (Azerbaijan)

UK Traininig
PARTNER



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Introduction

The cash cycle plays a crucial role in managing working capital and generating profit. The better you manage the cash cycle, the more profit you generate. Best practices in accounts receivable and payable management are central to improving the cash cycle. This course is designed to help you master these practices and optimize cash flow within your organization. By understanding the financial management cycle, you will gain the tools needed to enhance cash management and working capital strategies effectively.

Course Objectives

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

- Enhance their understanding of the accounting environment, key financial statements, and IFRS.
- Identify best practices for managing accounts receivable and improve credit terms management.
- Learn inventory and supply chain management best practices.
- Identify strategies for effective accounts payable management.
- Improve skills in cash and working capital management using the latest tools and technology.
- Deepen their understanding of the cash cycle and how to manage it efficiently.
- Learn how 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 relation 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.
- Practical tools for improving collections.

Day 3: Managing the Receivables Ledger

- Building effective 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 accounts payable.
- Principles of best practice in AP management.
- Optimizing invoice processing and operational management.
- Verifying invoice data and avoiding duplicate payments.
- Making the most of staff time to improve AP operations.

Day 5: Harnessing Technology in Accounts Payable Processes

- Mastering vendor file management for optimal processes.
- 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 for improved payment solutions.
- Improving the P2P cycle with technology-driven solutions.

Why Attend This Course: Wins & Losses!

- A deeper understanding of the cash cycle and how to manage it effectively.
- Improved accounts receivable management with a focus on credit terms and collection strategies.
- The ability to optimize cash flow using the latest tools and techniques.
- Strategies for improving accounts payable processes and minimizing risks.
- Insights into best practices in working capital management for enhanced profitability.



Conclusion

This course is an excellent opportunity to master the intricacies of cash cycle management and working capital optimization. You will gain valuable knowledge on managing accounts receivable and accounts payable, allowing you to implement strategies that significantly improve cash flow and business profitability.

Register now to learn best practices and leverage the latest tools for financial management and cash flow optimization.

