# Training Course:
# Advanced Cash Cycle Management: Accounts Receivable and Payable Strategies

### 19 - 23 May 2025
### Singapore

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# Advanced Cash Cycle Management: Accounts Receivable and Payable Strategies

Training Course code: FI2073  From: 19 - 23 May 2025  Venue: Singapore - Training Course Fees: 5950 ⏣ Euro

## Introduction

Managing the Cash Cycle and Payables Management training course will provide a leading-edge forum for you to significantly improve your working capital management skills. You will gain a comprehensive range of very practical and highly effective tools and approaches that can be immediately implemented upon your return to work.

## Target Audience

This course provides a user-friendly environment to develop the knowledge and techniques related to both accounts receivable and accounts payable that are valuable for:

- Finance Executives

- Accountants

- Others who are working within Transactional Finance, Accounts Payable or Accounts Receivable process or who wish to develop a practical toolkit to complement their existing professional or technical skills

This  Managing the Cash Cycle and Payables Management training course is also ideal for those wishing to develop their understanding of how Working Capital efficiencies can make a significant improvement to profitability or you may already be employed in any of these functions within the business.

## Objective

- Work effectively with the fundamentals of accounts payable, accounts receivable, financial accounting and the supply chain

- Understand and apply the fundamentals of effective transactional management systems

- Review and comment on payment methods and cash management

- Understand the need to incorporate risk and uncertainty into transactional processing and cash flow management

- Identify best practice across all industries by examining case studies from across the globe

## Outline

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 a financial statement

## DAY 2 - Developing effective strategies to maximize cash collection

- 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 KPI's

- 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

- 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?

The program will conclude with an interactive case study exercise to allow participants an opportunity to apply the learning of the week and define a practical solution.

# Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): ........................................................................................................................
Position: ...........................................................................................................................................................
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### Company Information

Company Name: ...............................................................................................................................................
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City / Country: ..................................................................................................................................................

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ........................................................................................................................
Position: ...........................................................................................................................................................
Telephone / Mobile: ........................................................................................................................................
Personal E-Mail: ..............................................................................................................................................
Official E-Mail: .................................................................................................................................................

### Payment Method

☐  Please find enclosed a cheque made payable to Global Horizon

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### Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |
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