



Institute for Capacity Development (ICD)

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Cash Management and Accounts Payables

Course Objectives

On the completion of the course, participants should be able to:

- Determine problems with a business's liquidity
- Analyze cash flows from financial statements
- Prepare a cash budget and forecast cash flows
- Manage working capital more efficiently to improve cash flows
- Determine external financing needs
- Evaluate the risks within a financial product
- Maintaining an optimal level of cash that is neither excessive nor deficient

Targets Groups

- Accounts Managers
- Non – Financial Managers
- Owner – Managers
- Purchase Ledger Supervisors
- Credit Control Supervisors
- Bookkeepers
- Chartered Accountants
- Auditors

Course Outline

- General Management Principles
- Definition of Cash Flow Management
- Maintaining Financial Journal Systems.
- Entering transactions into journal system
- Prepare Bank Reconciliation.
- Invoice Creation and Posting Methods.
- Processing Prepayments, Overpayments, and Debit Memos
- Processing Payments for Accounts Payable.
- Maintain accounts payable and accounts receivable systems
- Analyzing cash flows
- Relevance of cash flows
- Types of cash flows
- How cash flows are reported
- Analysis of cash flows
- Financial planning and cash flows
- Financial planning process
- Cash budget

- Forecasting process
- Pro forma financial statements
- Managing working capital to improve cash flows
- Cash conversion cycle
- Managing inventory
- Managing receivables
- Managing payables
- Managing receipts and disbursements
- Financing cash shortfall
- Determining financing needs based on cash flow requirements
- Sources of short-term financing
- The risks of overtrading
- Why profit does not equal cash – profit is opinion, cash is fact
- Working capital and the cash flow cycle
- Using ratios, Key Performance Indicators (KPIs) and the balance sheet to manage cash flow
- Project costing, contract pricing and margins – how these impacts on cash flow
- Cash flow forecasting – how to!
- Managing debtor collection and credit control
- Action Planning

Dates: 10th – 14th December 2018

Duration: 1 Week

Course Costs: US\$2550

Venue: Windhoek, Namibia