Managing Cash Flow

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
- 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
Database management
Action Planning

Dates: 17th – 28th February 2020
Duration: 2 Weeks
Course Costs: US$2850
Venue: Windhoek, Namibia