



**CASH FLOW MANAGEMENT  
FOR  
ACCOUNTS EXECUTIVES & OFFICERS**

*HRD Corp Claimable Courses*

**Duration**

**1 day**

**Time**

**9.00am to 5.00pm**

**Venue**

**ZOOM APPS**

**INTRODUCTION:**

In today's uncertain business environment, it is crucial for all businesses to have a tighter control of their cash flow. This would enable them to survive these troubling times while preparing themselves for the eventual recovery.

Profits would have to be sacrificed in place of cash flow.

**HOW WILL YOU BENEFIT:**

This course will enable participants to:

- Understand and Analyse Financial Statements
- Evaluate the current cash flow situation of the organisation and appropriately advise management
- Manage the organisation's cash flow effectively to ensure its continued financial health.
- Understanding their role and contribution in maintaining a healthy cash flow for their organisation.
- Learn effective techniques to monitor and manage working capital
- Re-evaluate their costing techniques and pricing policies
- Participate in the long-term cash flow planning to meet company's long-term goals.

By the end of this course, participants should be able to develop-

- Skills in forecasting cash flow requirements
- Skills evaluating working capital policies
- Skills in analysing costing and pricing decisions
- Skills in analyzing and selecting appropriate investment projects

## **PROGRAM OUTLINE**

**09.00 am to 1030 am**

### **MODULE 1**

#### **ANALYSING FINANCIAL STATEMENTS**

- Introduction
- Financial Ratios to Monitor Liquidity
- The Operating Cycle
- The Cash Conversion Cycle

#### **FINANCIAL FORECASTING & PLANNING**

- Percentage of Sales Method
- Forecasting Spontaneous & Discretionary Financing
- Activity

### **MODULE 2**

#### **MANAGING WORKING CAPITAL COMPONENTS**

- Importance & implications of Working Capital to Cash Flow
- Risk-Return Trade-Off on Profitability & Liquidity
- Trade Credit Evaluation-Evaluating early payment discounts from vendors
- Accounts Receivable Management – evaluating early payment discounts to customers
- Activity

**Break: 10.30 am to 10.45am**

**10.45am to 1.00pm**

### **MODULE 3**

#### **BREAK-EVEN ANALYSIS**

- CLASSIFICATION OF COSTS
- Profit Statement
- Fixed and variable cost
- Decision Making
- Know your Break-Even Point
- Activity

**Lunch Break 1.00 pm to 2pm**

### **MODULE 4**

#### **CAPITAL INVESTMENT**




- Making long-term Investment Decisions
- Forecasting Relevant Project Cash Flows
- Project evaluation Techniques – Payback, NPV, IRR
- Accepting or Rejecting Projects
- Activity

5.00 pm END

### **WHO SHOULD ATTEND?**

- Executives and other staff in organisation whose day-to-day activities have an influence on the cash flow position of their organisation.
- Entrepreneurs who need a good understanding of cash flow management to better manage their companies during this challenging period.

### **METHODOLOGY:**

-  Interactive Lectures
-  Discussions
-  Case Studies

**NOTE: SIMPLE CALCULATOR REQUIRED**

## **TRAINER PROFILE**

GERALD PERIES received his Master of Business Administration and Bachelor of Science Degree in Finance from Southern Illinois University, U.S.A.

Gerald has over 20 years' experience in training and lecturing for various business organisations and private colleges & universities. His areas of expertise are in Finance and Accounting.

Gerald combines a wide range of practical and hands-on training experience in a challenging and interactive environment.

At present he regularly conducts training programs on Accounting Skills for Accounts Clerks & Assistants, Effective Cash Flow Management, Handling Full Set of Accounts/Book-Keeping Skills, Budgeting & Cost Control, Finance for Non-Finance Managers and Making Capital Investment Decisions.

He is also actively involved in lecturing on several M.B.A. and Degree programmes affiliated with University of Wales, Binary University and MAHSA University.

Prior to this, he served as a Finance Manager for a large engineering company for several years where he was responsible for making investment, costing, financing and working capital decisions.

List of Companies that have benefited from his training:

***Tenaga Nasional Berhad, MRCB, KLAS, Glomac Bhd, SPAD, IOI Bhd, Maju Holdings, Sime Darby Properties, Bank Pembangunan, Mitsui-Soko, Petronas, Hitech Padu, Darul Eshan Medical Centre, Brahim's, Naza, Mattel, MAS, Westport and several other organisations.***

## Participation Registration & Fee

Participation Fee: **RM 700.00** per person  
HRD Corp Claimable Courses

(Fees inclusive of certificate of attendance.)

\*In-House Training can be organised upon request.

We have limited seats! Register Now!

To register, email to marketing department at [mytrain2@mytrainingmalaysia.com](mailto:mytrain2@mytrainingmalaysia.com)  
Registration via online can be done thru our website at [www.eliteedge.com.my](http://www.eliteedge.com.my)

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### ORGANISED BY

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