

# € TRAINING

Best Practices for Accounts Receivable and  
Payable Management

A group of four smiling business professionals (two men and two women) in a meeting. They are wearing white shirts. The woman in the foreground is wearing a black top and a necklace. The background is blurred, showing a modern office setting.

26 August -  
6 September 2024  
Geneva (Switzerland)



# Best Practices for Accounts Receivable and Payable Management

REF: F1336 DATE: 26 August - 6 September 2024 Venue: Geneva (Switzerland) - Fee: 10100 Euro

## Introduction:

This training program provides a detailed exploration of best practices in managing accounts receivable and payable, focusing on optimizing the cash cycle. Through it, participants will develop strategies to enhance cash flow management, improve efficiency in financial processes, and drive operational success. It empowers them to implement effective practices that maximize financial stability and performance.

## Program Objectives:

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

- Optimize accounts receivable processes to improve cash flow.
- Implement best practices for managing accounts payable efficiently.
- Analyze and enhance the cash cycle for better liquidity management.
- Develop and execute strategies to improve working capital.
- Utilize advanced tools and techniques to streamline cash cycle management.

## Targeted Audience:

- Financial Managers.
- Accounts Receivable and Payable Professionals.
- Treasury Analysts.
- Controllers.
- CFOs and Financial Executives.

## Program Outline:

### Unit 1:

#### Introduction to Cash Cycle Management:

- Definition and components of the cash cycle.
- Importance of efficient cash cycle management.

- Key metrics for evaluating cash cycle performance.
- Impact of the cash cycle on organizational liquidity.
- Case studies of effective cash cycle management.

## Unit 2:

### Accounts Receivable Best Practices:

- Overview of accounts receivable processes.
- Strategies for accurate and timely invoicing.
- Techniques for accelerating collections and reducing DSO Days Sales Outstanding.
- Managing customer credit risk and setting credit terms.
- Tools and technology for efficient accounts receivable management.

## Unit 3:

### Advanced Accounts Receivable Techniques:

- Implementing automated invoicing and payment systems.
- Strategies for effective debt collection and dispute resolution.
- Evaluating and optimizing credit policies and limits.
- Managing complex customer accounts and high-value transactions.
- Leveraging data analytics to improve receivables performance.

## Unit 4:

### Accounts Payable Best Practices:

- Overview of accounts payable processes.
- Strategies for optimizing payment schedules and cash flow.
- Techniques for negotiating favorable supplier terms.
- Managing supplier relationships and resolving disputes.
- Tools and technology for efficient accounts payable management.

## Unit 5:

### Advanced Accounts Payable Strategies:

- Implementing electronic payment systems and automation.
- Techniques for maximizing early payment discounts and supplier financing.
- Optimizing payment cycles and workflows.
- Managing supplier risk and compliance.
- Using data analytics to enhance payables management.

## Unit 6:

### Working Capital Optimization:

- Techniques for managing and optimizing working capital.
- Balancing accounts receivable and payable to improve cash flow.
- Strategies for efficient inventory management and procurement.
- Forecasting cash flow needs and maintaining liquidity.
- Tools for working capital analysis and optimization.

## Unit 7:

### Cash Flow Forecasting and Planning:

- Techniques for accurate cash flow forecasting.
- Developing short-term and long-term cash flow plans.
- Analyzing cash flow trends and variances.
- Strategies for managing cash reserves and liquidity.
- Utilizing forecasting tools and technologies.

## Unit 8:

### Financial Analysis and Reporting:

- Key metrics and indicators for cash cycle analysis.
- Techniques for analyzing accounts receivable and payable data.

- Preparing and presenting cash cycle reports to stakeholders.
- Using financial ratios to assess cash cycle performance.
- Best practices for financial reporting and analysis.

## Unit 9:

### Technology and Tools for Cash Cycle Management:

- Overview of technology solutions for managing the cash cycle.
- Implementing automated systems for invoicing and payments.
- Leveraging data analytics and business intelligence tools.
- Evaluating and selecting cash management software.
- Exploring future trends and innovations in cash cycle technology.

## Unit 10:

### Integrating Cash Cycle Management with Financial Strategy:

- Aligning cash cycle management with overall financial strategy.
- Developing integrated financial and operational plans.
- Enhancing cross-functional collaboration for effective cash management.
- Assessing and mitigating risks in cash cycle management.
- Continuous improvement strategies for long-term success.