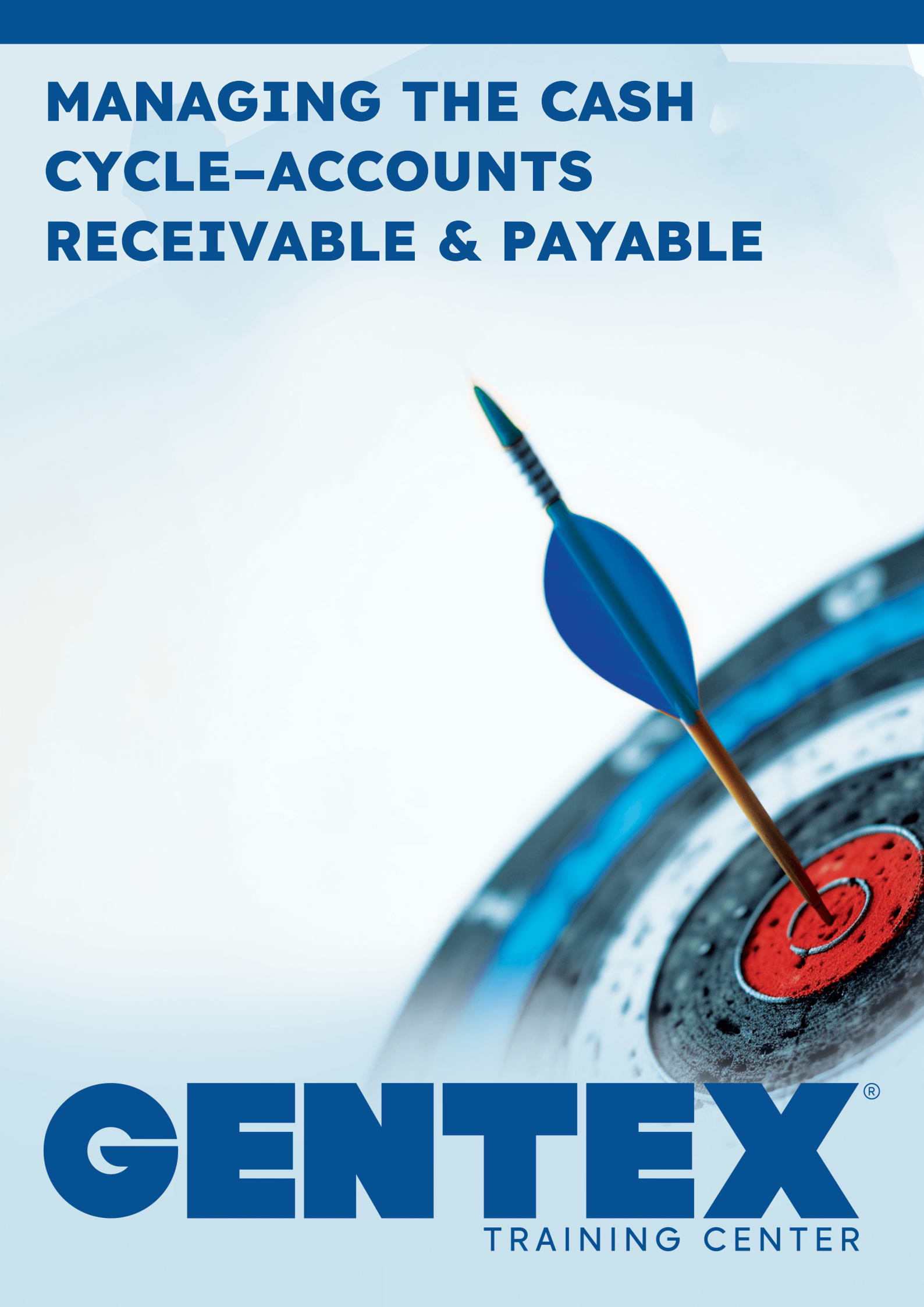
MANAGING THE CASH CYCLE–ACCOUNTS RECEIVABLE & PAYABLE



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TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Managing the cash CycleAccounts Receivable & Payable Training Course gives finance, credit control and procurement professionals the tools to shorten the cash cycle and release working capital. Participants learn how receivables and payables decisions change the timing of cash, and how to manage both sides together rather than in isolation. The programme covers credit policy, customer assessment, collection strategy, payment terms, supplier negotiation, early payment programmes and cash forecasting. Furthermore, it addresses ageing analysis, dispute handling, controls and performance measurement. As a result, delegates can cut days sales outstanding and days payable outstanding with intent. Gentex Training Center delivers the programme through cash cycle modelling workshops and case work.

Managing the cash CycleAccounts Receivable & Payable Course Objectives

- Explain the cash conversion cycle and its working capital components.
- Calculate days sales outstanding, days payable outstanding and days inventory.
- Set credit policy, credit limits and customer assessment criteria.
- Design collection strategies and reminder and escalation cycles.
- Apply ageing analysis, dispute resolution and bad debt provisioning.
- Evaluate payment terms, discounts and early payment programmes.
- Negotiate supplier terms, instalments and supply chain finance options.
- Build rolling cash forecasts from receivables and payables profiles.
- Apply reconciliation, controls and segregation of duties to both ledgers.
- Measure and report working capital performance to management.

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Course Methodology

The course combines practical briefings with cash cycle modelling workshops and case studies. Participants build a cash conversion cycle model, design a collection strategy and analyse a supplier negotiation. In addition, structured peer review and group discussion reinforce each technique, and every day closes with an applied working capital task.

Who Should Take This Course

- Credit controllers and receivables management teams.
- Accounts payable and procurement finance professionals.
- Treasury and working capital analysts.
- Finance managers and controllers with cash responsibility.
- Shared service centre and process improvement staff.
- Internal auditors reviewing receivables and payables controls.

Managing the cash CycleAccounts Receivable & Payable Course Outlines

Day 1: Cash Cycle Fundamentals and Working Capital

- The cash conversion cycle: components and drivers.
- Cash flow versus profit and the operating working capital investment.
- Calculating DSO, DPO, DIO and the cash conversion metric.
- Benchmarks by industry and peer comparison.
- Working capital release levers on both receivables and payables.
- Governance of credit policy, payment policy and delegations.

- Workshop: building a cash conversion cycle model for a company.

Day 2: Credit Policy, Customer Assessment and Terms

- Credit policy design, risk appetite and credit limits.
- Customer credit assessment, scoring and financial review.
- Terms of trade, credit periods and discount structures.
- Security: guarantees, letters of credit and credit insurance.
- Onboarding, master data and order-to-cash controls.
- Handling high-risk accounts and stop-supply decisions.
- Workshop: setting credit limits and terms for a customer portfolio.

Day 3: Collections, Ageing and Dispute Management

- Collection strategy, prioritisation and dunning cycles.
- Communication channels and effective reminder design.
- Ageing analysis, escalation matrices and recovery routes.
- Dispute classification, root cause analysis and resolution.
- Bad debt provisioning, write-off policy and recoveries.
- Cash application, unallocated receipts and reconciliation.
- Workshop: designing a collection strategy and escalation matrix.

Day 4: Payables, Payment Terms and Supplier Negotiation

- Payables process from requisition to payment.
- Payment terms negotiation and the value of extended terms.
- Early payment discounts and dynamic discounting analysis.

- Supply chain finance and reverse factoring arrangements.
- Payment run scheduling, controls and fraud prevention.
- Supplier relationship management and dispute handling on payables.
- Workshop: analysing a payment terms negotiation and its cash impact.

Day 5: Forecasting, Controls and Performance Reporting

- Rolling cash forecasting from receivables and payables profiles.
- Cash flow forecasting accuracy and variance review.
- Key performance indicators for receivables and payables.
- Internal controls, segregation of duties and reconciliation standards.
- Reporting working capital performance to management and boards.
- Building a working capital improvement roadmap.
- Workshop: presenting a working capital improvement plan before a review panel.

Conclusion

By successfully completing Managing the cash CycleAccounts Receivable & Payable Training Course, participants will have acquired the knowledge to manage the cash cycle end to end. They will understand credit policy, collections, payables negotiation, supply chain finance, forecasting and controls, and they will know how to release cash without damaging customer or supplier relationships. As a result, delegates improve liquidity and funding cost. Gentex Training Center builds the programme around current working capital practice.

LEARN BOLD. **LEAD BEYOND**
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FAQs for the Managing the cash CycleAccounts Receivable & Payable course

Q1 What is the "Managing the cash CycleAccounts Receivable & Payable" course about?

It explains how receivables and payables decisions change the timing of cash. You cover credit policy, collections and ageing, payment terms and supplier negotiation, supply chain finance, cash forecasting and controls, with practical cash cycle modelling.

Q2 What are the key benefits of the "Managing the cash CycleAccounts Receivable & Payable" course?

You gain faster cash collection and better-controlled payments, which reduces borrowing needs and funding cost. You also cut dispute volumes, strengthen credit decisions, negotiate supplier terms with evidence, and report working capital performance against benchmarks.

Q3 What skills will I gain from the "Managing the cash CycleAccounts Receivable & Payable" course?

You will gain cash conversion cycle and working capital analysis, credit policy and customer credit assessment, collections, ageing and dispute management, and payables negotiation, forecasting and controls.

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Q4 What tools, methods, or standards are covered in the "Managing the cash CycleAccounts Receivable & Payable" course?

The course covers DSO, DPO and DIO calculation and the cash conversion cycle, credit scoring and limit setting, ageing analysis and dunning cycles, escalation matrices and recovery routes, bad debt provisioning and write-off policy, early payment discount and dynamic discounting analysis, supply chain finance and reverse factoring, rolling cash forecasting, and reconciliation and segregation of duties controls.

Q5 How is the "Managing the cash CycleAccounts Receivable & Payable" course applied in real-world practice?

Graduates apply it to set credit limits and terms for customer portfolios, run collection and reminder routines, resolve disputes and reduce aged debt, negotiate supplier payment terms, evaluate early payment and supply chain finance options, build rolling cash forecasts, and report working capital performance with an improvement roadmap.