



PROJACS ACADEMY
by egis



Treasury Management

إدارة الخزينة

04 - 08 December 2023

Dubai / UAE

Introduction

This course is designed to empower participants with the knowledge, skills and attitudes required for preparing detailed cash plans, optimizing cash flow, forecasting cash flow, reducing short term borrowing needs, managing cash balances and managing banking relationships

Objectives

- **Understanding the cash management process:** Describing the cash flow cycle; identifying types of cash flow; understanding the time value of money
- **Operating cash flow management:** Identifying types of operating cash flows; measuring and forecasting operating cash flows; using operating cash flows in the decision making process
- **Investing cash flow management:** Identifying types of investing cash flows; measuring and forecasting investing cash flows; using investing cash flows in capital budgeting and long-term decision making
- **Financing cash flow management:** Identifying types of financing cash flows; measuring and forecasting financing cash flows; using financing cash flows in the decision making process
- **Establishing banking relationships:** Identifying types of banking services; deciding how to choose a bank; describing how banks charge for services; making banking

Who Should Attend?

Cashiers, Cash Officers, Treasurers, Accountants, Auditors, Administrators and other officers who handle cash directly or in supervisory capacity in Public and Private Sectors.

Course Outline

Day One

The Treasury Function

- The importance of the treasury function
- Treasurer role & responsibilities
- Organizational structure

Treasury Strategies

- Setting an overall strategy
- Potential problems and economies of scale
- Strategic solutions
- Reading: Microsoft Harnessing Innovation in Treasury
- Simulation: Design treasury function/strategy

Treasury Operations

- Cash flow management and the daily cash position
- Menu of bank services and their costs
- Daily reporting
- Exercise: Streamlining Cash Flows

Managing Bank Relations

- Managing bank relations
- Bank products and services
- Using RFP wisely
- Measuring performance
- Simulation: RFP Considerations

Day Two

Liquidity Management

- Liquidity issues
- Liquidity reserves
- Bankruptcy issues
- Case: Lehman Repo
- Exercise: Lehman lessons learned

Cash Flow Forecasting

- Importance of cash flow forecasting
- Operating and financial cash flows
- Analyzing cash forecast
- Forecasting alternatives
- Readings: Apple Cash Dilemma and Bond Offering
- Simulation: Advise Apple Treasurer

Working Capital Management

- Payments and float

- Credit and receivables
- Inventory and payables
- Trade credit
- E-Commerce
- Exercise: Cash conversion cycle auto/retail sectors
- Simulation: Working Capital and Cash Conversion

Supply Chain Finance

- Case Study: Proctor & Gamble
- Launching a Supply Chain Program
- Implications for P&G and its Suppliers
- Supplier Funding Options

Day Three

Inventory Management

- Exercise: Apple Computer
- Lean Inventory Management
- Financing Considerations
- Potential Challenges

Short-Term Borrowing

- Bank sources
- Money-market sources
- Comparing Alternatives
- Exercise: Short-term borrowing decisions
- Simulation: What if Scenario

Short-Term Investments

- Short-term instruments and markets
- Short-term strategies
- Measuring Investment performance
- Exercise: What do investors choose?
- Exercise: Investment Risk Rankings
- Exercise: Investment Policy Evaluation
- Simulation: What if Scenarios

Investment Grade and Speculative Grade Debt

- Exercise: Telsa
- Managing a Debt Burden
- Cash Flow & Liquidity Considerations
- Junk Bond Status
- Business and Financing Options

Day Four

Managing Financial Risk

- Instruments and strategies
- Using risk instruments

- Monitoring use of derivatives
- Readings: Proctor & Gamble and Metallgesellschaft
- Simulation: Risk Management Policies

Derivatives Deep Dive

- Case: FX Risk Hedging at EADS
- Risk Management Strategy
- Forward Contracts
- FX Options

Global Treasury

- In-House Bank
- Netting, Pooling and Re invoicing
- Case: Roche In-House Bank
- Exercise: Roche Takeaways

Payments

- SWIFT
- PSD2
- Real Time Payments

Day Five

Key Performance Indicators (KPIs)

- Treasury Metrics
- Dashboard/Scorecard
- Simulation: Metrics for Treasury Dashboard

Information Technology

- Banking Portals
- Treasury Management Software
- Enterprise Resource Planning (ERP) Systems
- ERP Integrated Treasury Management Systems
- Vendor Treasury Management Demo

Treasury Innovation

- Cryptocurrencies (Bitcoin, etc.)
- Blockchain
- Simulation: Blockchain Treasury Use Cases

Wrap-Up

- Team Presentations
- Company Action Plan

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------------------|------------------|
| • Lunch at the Hotel Restaurant | 12:00 – 01:00 pm |
| • Technical Session | 01:00 – 02:00 pm |
| • Coffee Break | 02:00 – 02:15 pm |
| • Technical Session | 02:15 – 03:30 pm |
| • Coffee Break | 03:30 – 03:45 pm |
| • Technical Session | 03:45 – 04:30 pm |
| • Course Ends | 04:30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

تم تصميم هذه الدورة لتمكين المشاركين من المعرفة والمهارات والمواقف اللازمة لإعداد خطط نقدية مفصلة، وتحسين التدفق النقدي، والتنبؤ بالتدفق النقدي، وتقليل احتياجات الاقتراض قصير الأجل، وإدارة الأرصدة النقدية وإدارة العلاقات المصرفية.

الأهداف

- فهم عملية إدارة النقد: وصف دورة التدفق النقدي. تحديد أنواع التدفق النقدي؛ فهم القيمة الزمنية للنقود
- إدارة التدفق النقدي التشغيلي: تحديد أنواع التدفقات النقدية التشغيلية. قياس والتنبؤ بالتدفقات النقدية التشغيلية؛ استخدام التدفقات النقدية التشغيلية في عملية اتخاذ القرار
- إدارة التدفقات النقدية الاستثمارية: التعرف على أنواع التدفقات النقدية الاستثمارية. قياس والتنبؤ بالتدفقات النقدية الاستثمارية؛ استخدام التدفقات النقدية الاستثمارية في الميزانية الرأسمالية واتخاذ القرارات طويلة الأجل
- إدارة التدفقات النقدية التمويلية: التعرف على أنواع التدفقات النقدية التمويلية. قياس والتنبؤ بالتدفقات النقدية التمويلية؛ استخدام التدفقات النقدية التمويلية في عملية اتخاذ القرار
- إقامة العلاقات المصرفية: التعرف على أنواع الخدمات المصرفية. تحديد كيفية اختيار البنك. ووصف كيفية قيام البنوك بتحصيل رسوم مقابل الخدمات؛ صنع الخدمات المصرفية

الحضور

أمناء الصندوق، موظفو النقد، أمناء الخزنة، المحاسبون، مراجعو الحسابات، الإداريون وغيرهم من الموظفين الذين يتعاملون مع النقد بشكل مباشر أو بصفتهم الإشرافية في القطاعين العام والخاص.