



PROJACS ACADEMY
by @egis



Accounts Payable: From Accounting to Management

حسابات الدفع - من المحاسبة الى الإدارة والتحكم

19 – 23 February 2023

Cairo / Egypt

Introduction

Accounts Payable (AP) is not just processing checks, mailing them and then filing the backup paperwork. To truly and effectively manage accounts payable, one must understand the AP department's building blocks including, but not limited to customer service, vendor management, check requests and Purchase Orders (POs).

This course will discuss how to handle invoices, process checks, prevent errors, conduct annual audits, and use technology in the department. You will also learn the best practices to adopt in your AP department and how to develop your department into an effective business partner.

Objectives

- Familiarize participants with how to deal with suppliers and doing assessment.
- Familiarize participants with concept, types, advantages and risk of outsourcing.
- Familiarize participants with concept of debt stalled, and indicators of credit risk analysis.
- Familiarize participants with concept and tools of accountability for past and future cash flows.
- Development of participant's practical skills of in settlement of bad debts, accounting for cash flows.

Who Should Attend?

- Internal Auditors.
- Members of the Finance Department.
- Credit Analysts in Companies and Banks.
- Board Members

Course Outline

Day One

Unit One: Dealing with Suppliers

- Purchasing Ways
- Determine The Economic Amount of Order
- How to Choose the Right Supplier
- How to Purchase at The Right Price

Day Two

Unit Two: Outsourcing

- Concept of Outsourcing
- Outsourcing in Private Organizations
- Outsourcing in Government Institutions
- The Benefits and Risks of Outsourcing

Day Three

Unit Three: What Bad Debts and Signs of Financial Distress

- Concept of Debt and Debt Types
- Concept of Financial Distress
- Reasons for Bad Debts
- Signs of Financial Distress
- Stages of Resolving and Dealing with Problem of Bad Debts
- Strategies of Treatment with Financial Distress and Bad Debts Problems

Day Four

Unit Four: Accounting for Cash Flows Through the Cash Flow Statement

- The Concept of Cash Flow and The Difference Between Them and The Financial Flows.
- Introduction To International Accounting Standard No. (7) Cash Flow Statement .
- Types of Cash Flows
- Preparation of Cash Flow Statement

Day Five

Unit Five: Cash Flow Management Through Cash Budget:

- The Concept and Importance of Preparing Cash Flow Budget.
- Components of Cash Flow Budget
- Preparation Methods of Cash Flow Balancing.
- Relationship Between Cash Flow and Project Budgets
- Case Study of Preparation of Cash Flow Budgets and Liquidity Management.

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:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

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

المقدمة

الحسابات الدائنة (AP) لا تقوم بمعالجة الشيكات ، وإرسالها بالبريد ، ثم حفظ الأوراق الاحتياطية. لإدارة الحسابات بطريقة صحيحة وفعالة ، يجب على المرء فهم اللبنة الأساسية لإدارة AP ، بما في ذلك ، على سبيل المثال لا الحصر ، خدمة العملاء وإدارة الموردين وطلبات الشيكات وأوامر الشراء (POs).

يناقش هذا المساق كيفية التعامل مع الفواتير وعمليات التدقيق ، ومنع الأخطاء ، وإجراء عمليات المراجعة السنوية ، واستخدام التكنولوجيا في القسم. سوف تتعلم أيضًا أفضل الممارسات التي يجب اعتمادها في قسم AP الخاص بك وكيفية تطوير القسم الخاص بك إلى شريك تجاري فعال.

الأهداف

- تعريف المشاركين بكيفية التعامل مع الموردين وتقييمهم.
- تعريف المشاركين بمفهوم التعهيد وأنواعه ومزاياه ومخاطره.
- تعريف المشاركين بمفهوم تعثر الديون، ومؤشرات تحليل الخطر الائتماني.
- تعريف المشاركين بمفهوم وأدوات المحاسبة عن التدفقات النقدية الماضية والمستقبلية.
- تنمية مهارات المشاركين العملية في تسوية الديون المتعثرة، والمحاسبة عن التدفقات النقدية.

الحضور

- المراجعون الداخليون.
- أعضاء إدارة الشؤون المالية.
- محللو الائتمان بالشركات والبنوك.
- أعضاء مجالس الإدارة.