



# MANAGING YOUR COMPANY CASH FLOW

understand and appreciate the importance of cash flow management

**COURSE CODE:** NT-FI-05

**LEVEL:** Basic to Intermediate

**LANGUAGE:** Bahasa & English

## OVERVIEW

Cash is the most important resource in any business. It is therefore surprising that it is generally the most poorly managed aspect of many organizations. Cash flow management tend to take the form of crisis management at the end of each month. A common scene that happens in many organization every month is to search for pending invoices and what money can be collected and transferred into the bank account...what a stress. Correct cash flow does not start with a desperate call to your bank. Proactive cash flow management start with managing your revenue and your business creditor properly, by planning ahead. You should treat your company Cash Flow as the lifeblood of your business.

## OBJECTIVES

By the end of the course, the delegates will be able to:

- Understand the importance of cash flow
- Understand the difference between profits and cash flow
- Understand the techniques of making long-term investment decisions for a healthy cash flow
- Understand the importance of managing working capital for a healthy cash flow
- Understand the importance of budgets as a planning and control tool for cash flow management
- Understand in analyzing financial statements with a view to improve the organization's cash flow.
- Learn the budgeting skills
- Learn the skills in analyzing and selecting appropriate investment projects
- Learn the skills in forecasting cash flow requirements
- Learn the skills in monitoring cash flow

## COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm

Lunch: 1:00pm-2:00pm

**Note:** Please contact our office for Training Date or visit our website for details ([www.zohlgroup.com](http://www.zohlgroup.com))

## METHODOLOGY

This program will be conducted with:

- Interactive Lecturers | PowerPoint presentation
- Discussions | Practical Exercise | Role Play | Case Study

## TARGET AUDIENCE

This program is suitable for Accounts Executives, Officers, Assistants & Accounts Clerks and Managers & Executives, and anyone in charge of cash flow.

## LOCATION

Mindset Discovery Center™@ZOHL, M2-6-08, Level 6, 8trium Tower 2, Bandar Sri Damansara, Kuala Lumpur (other Regions please contact our office)

## COURSE CONTENT

### MODULE 1 - INTRODUCTION

- Importance Of Cash Flow Management
- Financial Ratios To Monitor Liquidity
- The Operating Cycle
- The Cash Conversion Cycle
- Case Study

### MODULE 2 - CASH MANAGEMENT MODELS & FINANCIAL FORECASTING

- Cash Management Models
- Percentage Of Sales Method
- Forecasting Spontaneous & Discretionary Financing
- Case Study

### MODULE 3 - MANAGING WORKING CAPITAL COMPONENTS

- Importance & Implications Of Working Capital To Cash Flow
- Risk-Return Trade-Off
- Trade Credit Evaluation
- Short-Term Financing Evaluation
- Inventory Management
- Accounts Receivable Management

### MODULE 4 - PREPARATION & PRESENTATION OF CASH FLOW STATEMENTS

- Purpose Of Cash Flow
- Cash Flow From Operating Activities
- Cash Flow From Investing Activities
- Cash Flow From Financing Activities
- Preparation & Interpretation Cash Flow Statement
- Case Study

### MODULE 5 - BUDGETING - INTER-RELATIONSHIPS & PREPARATION

- Overview And Benefits Of Budgeting
- Budget As A Planning & Control Tool
- Human Aspects Of Budgeting
- Preparing The Various Budgets
- Case Study

### MODULE 6 - CAPITAL BUDGETING

- Forecasting Relevant Cash Flows
- Time Value Of Money
- Discounted Cash Flows
- Tax Impact On Project Cash Flows
- Payback Period
- Accounting Rate Of Return
- Net Present Value
- Internal Rate Of Return
- Net Present Value Versus Internal Rate Of Return

**Note:** Course Content subject to further review

Customized In-House Training Program is available in the following areas:

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)



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## COURSE FEE

### KUALA LUMPUR

With Green Card: RM500.00 per person  
Without Green Card: RM600.00 per person

### SEMENANJUNG (other than KL)

With Green Card: RM600.00 per person  
Without Green Card: RM700.00 per person

### SABAH & SARAWAK

With Green Card: RM700.00 per person  
Without Green Card: RM800.00 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

## CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

## CIDB CCD Points

20 (for CIDB-Registered Companies)

## REGISTRATION METHOD

1. **Online:** [http://zohlgroup.com/cidb\\_registration/](http://zohlgroup.com/cidb_registration/) **OR**
2. Download this brochure at: <http://zohlgroup.com/all-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

## FACILITATOR

**Noraini Bt Hj Mohd Nor** - Chartered Accountant | Member of Malaysian Institute of Accountant (MIA) (Member No: CA39610). She graduated from UUM in 1995 with a degree in Accounting. She has extensive experience in Accounting and Financial Management spanning over 20 years.



She has experience in providing training services to entrepreneurs and various clients including:

- MARA Wilayah (PUSMA)
- MARA Selangor - Sepang
- FAMA - Kuala Lumpur
- Institut Keusahawanan Negara (Insken)
- Maktab Koperasi Malaysia (MKM) – Petaling Jaya
- Jabatan Pertanian Klang
- SME Corporation Malaysia – Yayasan Inovasi Malaysia

Some of the courses she conducted include:

- Bookkeeping for Small Business
- Cash Flow Management
- Bookkeeping and Costing for Small Business
- Costing and Pricing Methodology
- Financial Management for Entrepreneurs

Currently, she is an Associate Trainer @ZOHL.

\*Note: Trainer availability is subject to change

## REGISTRATION FORM

Participant : \_\_\_\_\_

Position : \_\_\_\_\_

IC No: \_\_\_\_\_

**Note:** please duplicate this page for multiple participants' registrations

Green Card No: \_\_\_\_\_ (only if it is applicable)

CIDB Grade G : \_\_\_\_\_ (only if it is applicable)

Training Date: \_\_\_\_\_

Training Region (check one): NORTHERN | KL | SOUTHERN | EASTERN | SABAH | S'WAK

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

## PAYMENT

CASH: RM \_\_\_\_\_ **OR**

CHEQUE No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [plbk@zohlgroup.com](mailto:plbk@zohlgroup.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

## Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

Customized In-House Training Program is available in the following areas:

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Sebarang pertanyaan sila hubungi Cik Niesa

**ZOHL Consultancy Sdn Bhd** (332967-D) (SST ID: W10-1810-32000429)

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