



MANAGING YOUR COMPANY CASH FLOW

understand and appreciate the importance of cash flow management

CIDB

www.zohlgroup.com

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)

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, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

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 | HSE | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM



Sebarang pertanyaan sila hubungi Cik Niesa

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

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

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COURSE FEE

Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(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/ **OR**
2. Download this brochure at: <http://zohlgroup.com/cidb-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 Venue: _____

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

*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.

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