

# Managing and Improving your Cash Flow

## Course Description

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Cash is the lifeblood of a business. Sound cash management is the key to the survival of any business. You can go broke even while making a profit. Profit is measured on an accrual basis in accounting. This course alerts you to the difference between profit and cash flow and teaches you the tools and techniques that allow you to effectively increase and manage your cash flow.

**Completion Deadline & Exam:** This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

**Course Level:** Overview. This program is appropriate for professionals at all organizational levels.

**CPE Credits:** 7 (CPA)

**Category:** Management Services

**Prerequisite:** None

**Advanced Preparation:** None

## Course Learning Objectives

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### Module 1: The Nuts and bolts

After studying this module you will be able to:

1. Define cash flow and recognize factors that affect cash flow.
2. Recognize cash management objectives and decisions
3. Identify key cash management considerations.

### Module 2: Analysis of Cash Flow

After studying this module you will be able to:

1. Differentiate between cash flow and earnings.
2. Identify the difference between accounting profits and other profits.
3. Recognize how to compute and analyze cash liquidity.
4. Identify the cash utilization options.

## **Module 3: Cash Budgeting and Optimal Cash Balances**

After studying this module you will be able to:

1. Identify factors and documents of the cash flow cycle.
2. Recognize the items recorded within a statement of cash flows.
3. Identify components of a cash budget.
4. Recognize cash expenses vs non-cash expenses.

## **Module 4: Internal Control**

After studying this module you will be able to:

1. Recognize items used for internal control and audit procedures.

## **Module 5: Cash Forecasting and "What-if" Analysis**

After studying this module you will be able to:

1. Recognize the benefits of cash forecasting and the software used.

## **Module 6: Managing Payables**

After studying this module you will be able to:

1. Identify traits of a well-managed accounts payable system.
2. Recognize the warning signs of accounts payables, and how to manage vendors.

## **Module 7: Collection and Credit Management**

After studying this module you will be able to:

1. Recognize cash acceleration strategies.
2. Identify methods to delay cash payments for purchases, expenses, and payroll.
3. Identify methods used to manage debt properly and minimize collection problems.

## **Module 8: Smart Banking**

After studying this module you will be able to:

1. Recognize the process for a bank reconciliation and the use of float.
2. Identify how to use utilize Electronic Funds Transfers (EFT) and a lockbox.
3. Recognize the methods used for transferring funds and accelerating cash inflow.

## **Module 9: Obtaining Cash and Borrowing**

After studying this module you will be able to:

1. Recognize ways to accelerate cash receipts and to select between financing options.
2. Identify ways to help with financing cash requirements for the business.

## **Module 10: Loan Qualifications and Banking Relationships**

After studying this module you will be able to:

1. Recognize the five C's of credit and the criteria used by bankers for lending.
2. Identify the benefits of Zero-Balance Accounts (ZBAs).
3. Identify the different kinds of money-management professionals.