

**TREASURY MANAGEMENT:
FUNDAMENTALS SERIES**

Cash Management Fundamentals

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COURSE LENGTH

Three 2-Hour Virtual Sessions or
One Full Day In Person or Self-Paced

DESCRIPTION

This interactive course lays the foundation for a complete understanding of corporate cash management. Starting with the cash conversion cycle, the course explores how cash flows in and out of a company and how liquidity levels can be managed. Using case studies and real-world examples, attendees learn how the concepts and practices are applied to real-life scenarios.

LEARNING OBJECTIVES

- Recognize key concepts, terminology, goals and tools used in the management of corporate cash
- Examine the cash conversion and operating cycles of a company and methods used to forecast cash flows
- Identify objectives and methods used to collect receipts quickly and control disbursements
- Identify basic borrowing and investment techniques used to ensure adequate liquidity
- Explore fundamental techniques specific to cross-border cash management
- Define interest rate and exchange rate risk and review instruments used to manage financial risk

- Identify methods used to compensate financial institutions and understand the account analysis statement

AGENDA

- Objectives of cash management
 - The corporate financial objective
 - The finance function and financial decisions
 - Treasury management objectives and cash flow timeline
 - Financial organization
- Understanding the financial environment
 - Financial markets
 - Financial institutions: Functions and services
 - Regulatory agencies
 - Federal legislation
- Financial accounting and liquidity management
 - Financial statements
 - Financial statement analysis
 - Importance of liquidity
 - Financial concepts

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- Payment systems
 - Overview of the U.S. payments system
 - Paper-based payments
 - ACH
 - Card payments
 - Wire systems (Fedwire & Chips)
 - SWIFT
- Cash collection and concentration
 - Cash collection system objectives
 - Types of collection systems
 - Over the counter collections
 - Mail collection systems
 - Electronic collection systems
- Disbursement systems
 - Disbursement system objectives
 - Disbursement system products
 - Electronic disbursements
 - Integrated payables
- Cash forecasting
 - Objectives of cash forecasting
 - Forecast horizons
 - Cash flow components and certainty
 - Cash forecasting methods
- Short-term investing
 - Short-term invest policy
 - Investment risk considerations
 - Short-term investment markets and instruments
- Short-term borrowing
 - Factors influencing financing costs
 - Short-term finding alternatives
- Cross-border cash management
 - International banking systems
 - Foreign exchange markets
 - International trade financing
 - Global treasury tools
- Financial risk management
 - Sources of risk
 - Managing currency risk
 - Managing interest rate risk
- Financial institution relationship
 - Financial Service Provider (FSP) selection
 - Bank relationship management
 - Account analysis