

## Treasury Management



### **TREASURY MANAGEMENT: FUNDAMENTALS SERIES**

- Treasury Management Fundamentals
- Cash Management Fundamentals

**TREASURY MANAGEMENT:  
FUNDAMENTALS SERIES**

# Treasury Management Fundamentals

*Page 1 of 2***COURSE LENGTH**

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

**DESCRIPTION**

Gain a thorough understanding of the fundamentals of treasury management, and get ideas for ways treasury departments can add value to your company while increasing responsibility and visibility. Participants complete a journey that begins with the overall role of treasury and its relationships to financial service providers and continues with working capital, payments, money movement, capital markets, borrowing and investing. Cash forecasting methods, ways to identify various risks and financial management round out the general topics covered. This course also explores ways treasury departments have stepped outside normal responsibilities to expand their contributions and visibility within their companies by becoming unofficial consultants to other departments.

**LEARNING OBJECTIVES**

Participants attain a better understanding of:

- Increasing treasury's value to the company by serving as a consultant to other departments
- Critical treasury deliverables to senior management and the C-suite
- Selecting the right cash forecast model for your company
- Optimizing receipts, disbursements and cash management
- Creating and analyzing RFPs and selecting vendors

**AGENDA**

- Background and tools
  - Role of treasury management
    - Traditional finance team organization
    - Traditional treasury services
    - Centralized vs. decentralized treasury
    - Banks, financial institutions, regulations
  - Cash management
    - Cash conversion cycle
    - Liquidity
  - Working capital management
    - Ratios
    - Financial concepts

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# Treasury Management Fundamentals

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- Managing cash flows
  - Collections and concentration
    - Types of collection systems
  - Disbursements systems and processes
    - Paper-based payments
    - Electronic methods
  - Cash forecasting
    - Forecast horizons
    - Methods
  - Short-term borrowing and investing
    - Instruments
    - Short-term funding alternatives
- Information technology and capital markets
  - Information technology
    - Treasury management system (TMS)
  - Relationship management and vendor selection
    - Financial service provider selection process
  - Capital markets
    - Securities and bonds
  - International cash management
    - International banking systems
- Risk management
  - Enterprise and operations risk
    - Disaster recovery and business continuity
  - Financial risk management
    - Derivative instruments
  - Policies and procedures
    - Guidelines for creating policies and procedures
- Financial reporting to others
  - Financial accounting
    - Financial statement analysis
    - Capital budgeting
  - Consultant to other departments
  - Deliverables to the C-suite
    - Key performance indicators (KPIs)
    - Dashboards





### 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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## TREASURY MANAGEMENT: FUNDAMENTALS SERIES

# Cash Management Fundamentals

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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