

**Accounting, Finance and Budgeting**

# Accounts Payable, Receivables and Credit Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD3018**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

Magna Skills presents the Accounts Payable, Receivables, and Credit Management course, designed to provide finance professionals with comprehensive training in managing payables, receivables, and credit. This course covers essential topics such as payment processing, credit analysis, collections strategies, and financial reporting. Participants will gain practical skills and knowledge to optimize cash flow, minimize risks, and improve overall financial management.

## Course Outcomes

- **Understand Accounts Payable Processes:**
  - Learn the fundamentals of accounts payable management.
  - Explore best practices for processing and managing payables efficiently.
- **Master Accounts Receivable Management:**
  - Gain insights into effective receivables management.
  - Develop strategies for timely collections and reducing outstanding debts.
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**Enhance Credit Management Skills:**

- Understand credit policies and procedures.
- Learn techniques for credit risk assessment and management.

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**Improve Cash Flow and Financial Reporting:**

- Optimize cash flow through effective management of payables and receivables.
- Enhance financial reporting and analysis for better decision-making.

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**Apply Best Practices in Financial Management:**

- Study case studies of successful accounts and credit management.
- Learn practical skills for implementing financial management strategies.

# Course Outline / Curriculum

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## Module 1: Introduction to Accounts Payable and Receivables

- Overview of accounts payable and receivables
- Importance in financial management
- Key roles and responsibilities

## Module 2: Accounts Payable Management

- Invoice processing and payment cycles
- Managing vendor relationships and negotiations
- Best practices for accounts payable efficiency

## Module 3: Accounts Receivable Management

- Invoicing and billing procedures
- Strategies for effective collections
- Reducing days sales outstanding (DSO)

## Module 4: Credit Management Principles

- Establishing credit policies and procedures
- Credit risk assessment and analysis
- Monitoring and managing credit limits

## Module 5: Cash Flow Optimization

- Techniques for optimizing cash flow
- Managing working capital
- Forecasting and budgeting

## Module 6: Financial Reporting and Analysis

- Financial statements related to payables and receivables
- Key performance indicators (KPIs) for accounts management
- Financial analysis for decision-making

## Module 7: Technology and Automation in Accounts Management

- Leveraging technology for accounts payable and receivables
- Implementing accounting software and tools
- Benefits of automation in financial processes

## Module 8: Legal and Regulatory Considerations

- Compliance with financial regulations
- Understanding tax implications
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Managing legal aspects of credit and collections

### **Module 9: Risk Management in Accounts and Credit**

- Identifying and mitigating financial risks
- Developing risk management strategies
- Implementing internal controls

### **Module 10: Case Studies and Practical Applications**

- Analysis of real-world scenarios
- Application of best practices in accounts management
- Interactive discussions and problem-solving exercises

### **Who Can Attend:**

- Finance and accounting professionals
- Accounts payable and receivable managers
- Credit managers and analysts
- Financial controllers and CFOs
- Business owners and entrepreneurs
- Students and academics in finance and accounting

**Summary:** The Accounts Payable, Receivables, and Credit Management course by Magna Skills equips finance professionals with the knowledge and skills needed to manage payables, receivables, and credit effectively. Through a comprehensive curriculum that includes theoretical insights, practical applications, and case studies, participants will learn how to optimize cash flow, minimize risks, and enhance financial reporting. This course is ideal for professionals committed to improving financial management practices in their organizations.

## **Target Audience**

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## **Key Course Benefits**

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### **Work-Ready Skills**

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### **Better Institutional Results**

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### **Sponsor-Friendly**

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### **Professional Recognition**

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa

Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda

Kampala, Uganda

Nairobi

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana

Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning

Remote Teams

Flexit

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite

Custom Dates

Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Accounts Payable, Receivables and Credit Management
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

\_\_\_\_\_  
Signature / Stamp

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Date