Accounts Receivable and Cash Management in ERP Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

This comprehensive course on Accounts Receivable (AR) and Cash Management within an Enterprise Resource Planning (ERP) system is essential for modern finance professionals. It is designed to bridge the gap between traditional accounting practices and cutting-edge ERP functionality, focusing on the Order-to-Cash (O2C) cycle and strategic cash flow optimization. Mastering these integrated processes is critical for a company's financial liquidity, as efficient AR minimizes Days Sales Outstanding (DSO) and reduces credit risk. Accounts Receivable and Cash Management in ERP Training Course emphasizes leveraging ERP's automated capabilities for tasks like electronic invoicing, payment reconciliation, and predictive cash forecasting, transforming the AR department from a transactional function into a strategic value driver for the entire organization.

The modern business environment demands not just accurate record-keeping, but real-time financial visibility and proactive risk mitigation. This course provides the hands-on skills to utilize ERP systems for advanced credit management, robust collections strategies, and comprehensive working capital optimization. Participants will learn to navigate the ERP interface to ensure regulatory compliance, enhance data integrity, and generate actionable financial reports using embedded analytics. The overall goal is to equip finance teams with the technical and strategic competence to drive sustainable profitability and achieve financial agility in a fast-paced global economy, ensuring the business maintains a healthy cash position through intelligent automation.

Programme Curriculum

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Course Objectives

1. Master the End-to-Cash (E2C) ERP cycle integration for maximized efficiency.
2. Optimize Working Capital Management through streamlined AR and cash processes.
3. Reduce Days Sales Outstanding (DSO) using advanced ERP collection tools and workflows.
4. Implement robust Credit Risk Assessment and monitoring within the ERP framework.
5. Achieve Real-Time Cash Visibility and Liquidity Management utilizing ERP analytics.
6. Streamline Payment Reconciliation and automated cash application processes.
7. Leverage ERP Automation for electronic invoicing and billing accuracy.
8. Develop effective Collections Strategies and dispute resolution protocols.
9. Generate Actionable Cash Flow Forecasts using integrated ERP planning tools.
10. Ensure financial Data Integrity and Regulatory Compliance in AR/Cash functions.
11. Define and track key AR Performance KPIs using ERP reporting.
12. Mitigate Fraud Risk through strong internal controls and ERP access management.
13. Drive Digital Transformation in the finance function through ERP adoption.

Target Audience

1. Accounts Receivable Managers/Specialists
2. Treasury and Cash Management Professionals
3. Financial Analysts and Controllers
4. Credit Management Officers
5. ERP End-Users and Key Users in Finance
6. Business Owners and Entrepreneurs focused on cash flow
7. Internal Auditors and Compliance Officers
8. Finance and Accounting professionals seeking Digital Transformation skills

Course Modules

Module 1: ERP Fundamentals and Order-to-Cash (O2C) Integration

- ERP Navigation and the Finance Module Structure.
- The complete Order-to-Cash Cycle mapping in ERP.
- Customer Master Data Management and its impact on AR.
- Key integration points with Sales, Distribution, and General Ledger.
- Case Study: Mapping a global sales contract from order entry to final cash application to identify bottlenecks in the integrated O2C flow.

Module 2: Invoicing and Billing Automation

- Creating, processing, and managing sales invoices in the ERP.
- Configuring recurring billing and automated dunning/reminder processes.
- Tax determination, revenue recognition, and compliance features.
- Handling credit memos, returns, and billing disputes.
- Case Study: A company transitions from manual invoicing to ERP electronic invoicing, analyzing the reduction in billing errors and processing time.

Module 3: Strategic Credit and Risk Management

- Establishing and maintaining customer credit limits and policies in ERP.
- Automated credit check configuration and sales order blocking/releasing.
- Performing Credit Risk Assessment using ERP-generated data and scoring models.
- Monitoring and managing collateral and guarantees.
- Case Study: Using ERP data analytics to reassess the credit-worthiness of the top 20 customers, leading to adjustments in credit terms and risk exposure mitigation.

Module 4: Effective Collections Management

- Utilizing ERP Aging Reports and collection worklists for prioritization.
- Configuring and executing the automated dunning process.
- Documenting and managing customer disputes and collection notes.
- Advanced collection negotiation techniques and ERP correspondence tools.
- Case Study: A mock collection team uses the ERP's collection worklist to execute a targeted campaign, resulting in a measurable drop in 60+ days past due receivables.

Module 5: Payment Processing and Cash Application

- Processing incoming payments and cash receipts
- Configuring and running the Automated Cash Application process
- Handling partial payments, on-account payments, and over/under payments.
- Performing final AR reconciliation and month-end closing procedures.
- Case Study: Simulating the bank statement import and automated reconciliation to demonstrate a 90% match rate, highlighting the efficiency of automated cash application.

Module 6: Treasury and Cash Management in ERP

- Setting up bank accounts and bank master data.
- Daily Bank Reconciliation using the ERP's electronic statement features.
- Managing short-term investments and debt transactions.
- Liquidity reporting and managing cash concentration.

- Case Study: Analyzing a company's daily cash position across multiple bank accounts using the ERP's treasury dashboard for optimal short-term funding decisions.

Module 7: Cash Flow Forecasting and Reporting

- Creating a robust Cash Flow Forecast model in the ERP.
- Integrating AR, AP, and General Ledger data for accurate projections.
- Analyzing variances and refining forecasting assumptions.
- Designing AR/Cash KPI Dashboards
- Case Study: Developing a 13-week rolling cash flow forecast, identifying an upcoming cash deficit, and proposing proactive mitigation strategies using ERP reports.

Module 8: Internal Controls and Audit

- Segregation of Duties (SOD) and user access control in AR/Cash modules.
- Implementing strong internal controls to prevent fraud and errors.
- Audit trails, reporting, and supporting external audit requirements.
- Data retention policies and compliance with regulatory mandates
- Case Study: Identifying and resolving a compliance gap in the AR process related to user access that could lead to potential fraud, then implementing a new ERP security role.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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