



FUNDAMENTALS OF CASH FLOW MANAGEMENT



HYBRID TRAINING
9 & 10 Mar 2026 (Mon & Tue)



**14 HOURS ZOOM & PHYSICAL
PROGRAM**



Remote Online Training (Zoom) &



Wyndham Grand Bangsar Kuala Lumpur (Physical)

**** Choose either Zoom OR Physical Session**

TRAINING OBJECTIVES

On completion of the programme, participants will be able to: -

1. Understand and prepare operational cash flow based on operating profit and working capital changes.
2. Understand and interpret the cash flow statement to understand financial health of an organization with a plan to obtain sources of cash financing for businesses.
3. Monitor the success of projects, strategies and even total businesses through efficient cash management and control
4. Be more confident in decision making and dealing with treasury specialists and financiers.
5. Understand the nature of key financial instruments used by treasury department for hedging and planning.

**BUY 3
FREE 1**

Where appropriate, activities will include the following:

TRAINING APPROACH

- Interactive Lectures
- Facilitated Group Discussions & Role plays
- Practical exercises and case studies

Required: Laptop is needed for practical exercises.

CONTACT US



fairuz@otc.com.my



012-588 0212



www.otc.com.my

COURSE OVERVIEW

In today's changing business conditions and intense competition, there is a need for people for all walks of life to grasp, understand and apply fundamentals of cash flow knowledge to manage a business or personal finance. As the saying goes, Cash is King.

The cash flow module exposed users to basic aspects of cash flow which is essential financial management to further develop the skills and confidence to manage the aspects of finance.

By acquiring these skills, this will enable them to cash flow management strategy to contribute effectively to the organization performance. This programme will highlight methods used by finance function to ensure optimum use of cash inflow and outflow in an organisation.

Who should attend: All professionals with financial responsibility or seeking new knowledge on adding value to the organisation financial position.

COURSE CONTENT

Module 1: Introduction to Cash Management Basics and Preparation

- What is working capital management?
- Analysing the key financial statements-Profit & Loss and Balance Sheet with Cashflow Statement
- Understand the golden rule of financial management
- Understand the value cycle in an organisation via use of funds and sources of funds.
- Preparation of Simple Cash Flow actuals and forecast based on financial statements using indirect method format

Module 2: Fundamental analysis of financial performance

- Ratio analysis of key cash flow metrics
- Benchmarking - free cash flow, operating cash flow, cash burn rate and cash conversion days
- Organisation cash flow patterns and cash ratios which highlight red flags showing cash flow problems or shortage

Module 3: Cashbook management bookkeeping and controls

- Understand the cash flow cycle and how it relates to the organisation.
- Types of cashbooks
 - Single-column, Double-column, Triple-column
- Key components
 - Date, Description, Ref / Cheque No., Cash/Banks Dr & Cr columns, Balance
- Petty cash handling
 - Imprest system, supporting documents, reimbursement rules
- Matching cashbook entries vs. bank records
 - Bank charges, interest, dishonoured cheques
 - Outstanding deposits & unpresented cheques
- Step-by-step Bank Reconciliation Statement (BRS)
 - Adjusted cashbook vs. adjusted bank balance format
- Segregation of duties- Cash custody vs. data entry vs. approval
- Preventing fraud in cash management
- Safekeeping, authorised payments, daily checks
- Case activity: Spot cashbook errors and apply correction

Module 4: - Working capital management

- Apply efficient working capital control to organisations
- Apply basic interpretation of cash flow statement to understand whether organisation is able to generate cash flow effectively.
- Examples of cash flow patterns which pinpoints potential cash flow problems and solutions to manage the issue
- Understand the measures of solvency from external finance analysts' perspective.
- Understand basic capital investment decision making tools.

Module 5: Funding growth via effective cash management

- Understand basic capital structure of the company.
- Understand and apply type of financial instruments for financing cash flow
- Sources of additional funds (Internal versus external sources) based on cash flow statement.
- Timing of cash flow spending for capital expenditure (CAPEX) and other investments