



Workshop on Accounts Payable, Receivables and Credit Management

March 17 – 21, 2025, 1st Run: Lagos & Abuja

September 8 – 12, 2025, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

Program overview:

In today's dynamic business environment, efficient management of financial processes is crucial for organizational success. Accounts Payable (AP), Accounts Receivable (AR), and Credit Management are integral components of financial operations that directly impact cash flow, liquidity, and overall financial health. Effective management of these areas not only ensures timely payments and collections but also strengthens relationships with vendors and customers while mitigating financial risks. 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.

For whom:

This course is designed for finance professionals with the knowledge and skills needed to manage payables, receivables, and credit effectively. Finance and accounting professionals such as accounts payable and receivable managers, credit managers and analysts, financial controllers and CFOs. Business owners and entrepreneurs will also benefit from this course.

Learning objectives:

At the end of the program, participants will be able to:

- explain the end-to-end processes in AP and AR, including invoice processing, payment procedures, billing, and collections.
- optimize cash flow through effective management of payables and receivables.
- enhance financial reporting and analysis for better decision-making.
- develop techniques for assessing credit risk, establishing credit policies, and implementing effective credit control measures to mitigate financial risks.
- explore the role of technology and automation in streamlining AP, AR, and credit management processes, improving efficiency, and reducing operational costs.
- ensure adherence to regulatory requirements and industry standards in financial operations, as well as implementing best practices for optimizing AP, AR, and credit management functions.
- develop skills in vendor and customer relationship management, effective communication, and negotiation to foster mutually beneficial partnerships.
- apply best practices in financial management

Course Outline

Day 1: 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

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com; Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

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

Day 2: Module 1: Accounts Receivable Management

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

Module 2: Credit Management Principles

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

Day 3: Module 1: Cash Flow Optimization

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

Module 2: Financial Reporting and Analysis

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

Day 4: Module 1: 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 2: Legal and Regulatory Considerations

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

Day 5: Module 1: Risk Management in Accounts and Credit

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

Module 2: Case Studies and Practical Applications

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

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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& 234-9112830607

Methodology: Through theoretical insights, practical applications, and case studies, participants will learn how to optimize cash flow, minimize risks, and enhance financial reporting.

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