



AFP FUNDAMENTAL COURSES

AFP offers foundational courses for those new to the operations and technical staff who support cash management, bankers and financial service providers who make lead referrals to the product sales team.

Courses

- **Cash Management Fundamentals**
Lays the foundation for a complete understanding of corporate cash management.
- **A Day in the Life of a Treasurer**
Explores the world of treasury management and is designed specifically to help non-treasury professionals understand the role of the Treasurer, Assistant Treasurer and Cash Manager.
- **Introduction to Payments Systems and Processes**
Understand payment systems and processes from the corporate treasury management perspective.

2/3 of the largest North American Banks have turned to AFP for custom training and education.

AFP offers flexible delivery options for today's busy corporate sales and treasury professional with both virtual and face-to-face training.

Cash Management Fundamentals

Course Description

This interactive seminar 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. By using case studies and real world examples, you can apply the concepts and practices to real-life scenarios.

Participants who successfully complete this course should be able to:

- 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
- Recognize fundamental financial ratio analyses used to measure liquidity
- 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

Course Outline

- Objectives of Cash Management
- Financial Environment
- Financial Accounting and Liquidity Measurements
- Payment Systems
- Collections
- Concentration
- Disbursements
- Cash Forecasting
- Short-Term Investing
- Short-Term Financing
- Treasury Management Systems and Electronic Commerce
- Corporate Governance and Ethics
- Global Treasury Environment, Organization and Liquidity Management
- Financial Risk Management
- Relationship Management

This course has a self study delivery options for those who prefer to learn at their own pace.

A Day in the Life of a Treasurer

Course Description

This seminar explores the world of treasury management and is designed specifically to focus on the role of the Treasurer, Assistant Treasurer and Cash Manager. Through engaging interactive activities and case studies, participants will truly “walk a mile” in the shoes of a treasurer and learn fundamental concepts that underlie treasury management, such as finance, creating corporate wealth, time value of money, capital structure strategy and cost of capital

Course Outline

- Introduction
- The Corporate Treasury Function
- The U.S. Financial Environment & Payment Systems
- Cash Management
- Cash Forecasting
- Walk A Mile - Daily Cash Position
- Corporate Financial Management
- Risk Management
- Investing
- Financing

Introduction to Payments Systems and Processes

Course Description

This course provides a fundamental understanding of payment systems and processes from the corporate treasury management perspective. ACH, wire, card and alternative payment processes are covered from origination to settlement for business-to-business and business-to-consumer applications. The terms and associated rules & regulations for the most popular payments options are covered. This seminar offers high-level value for all attendees who would like to learn more about the current payments environment.

Course Agenda

- Payments System Concepts
- Governance
- The Automated Clearing House
- International ACH
- Wire Transfer Systems and SWIFT Messaging
- Straight Through Processing Overview
- Card Based Payments
- Purchasing Card Overview
- Emerging and Alternative Payment Systems



If you are interested finding out more about how AFP can help you and your staff achieve professional development and continuing education goals through our on-site training programs, please contact Katherine Bannon at kbann@afponline.org or 301.961.8627.



Headquartered outside Washington, D.C., the Association for Financial Professionals (AFP) is the professional society that represents finance executives globally. AFP established and administers the Certified Treasury Professional and Certified Corporate FP&A Professional credentials, which set standards of excellence in finance. The quarterly AFP Corporate Cash Indicators serve as a bellwether of economic growth. The AFP Annual Conference is the largest networking event for corporate finance professionals in the world.