MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

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	DELIVERY	DURATION	PREPARED FOR
MSD3018	**Online / Face-to-Face**	**Flexible**	**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.

- **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.
- **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

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

Key Course Benefits

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
- Nairob
- 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
- Flexib

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.

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

Authorised Name _____ Signature / Stamp _____ Date _____