

# ACCOUNTS RECEIVABLE AND CREDIT MANAGEMENT

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creditologist, managing partner Credit Engineering

**72**

people attended

**>70**

companies from  
different countries

**7**

international diplomas  
DipCM IAPBE

## Who will benefit

- Finance Controllers, CFOs & Accountants
- Credit Managers, Controllers & Analysts
- Treasurers

## 5 reasons to attend:

1. Reduce Overdue, Bad Debts and Cash Shortages.
2. Fully Utilise Company's Sales Potential.
3. Optimise The Cost Of Receivables Service.
4. Always Find and Offer Optimal Credit Terms To Counterparts.
5. Make Next Career Step Up With International Qualification DipCM IAPBE.

**SELL MORE, LOSE LESS!**



# Study Course

## “Accounts receivable and Credit Management”

### 1. Introduction (2 h)

- 1.1. Importance of Receivables Value
- 1.2. What kind of receivables does a business need?
- 1.3. Receivables Portfolio Management Strategy
- 1.4. Stages and structure of credit management

### 2. Types and Methodology of Credit Decision Making (2 h)

- 2.1. Formation of credit terms
- 2.2. Terms' control and revision
- 2.3. Management of Exceptions
- 2.4. Choosing of recovery method

### 3. Creditworthiness (6 h)

- 3.1. Types of business and their risks
- 3.2. Limited liability concept
- 3.3. Types and scenarios of credit risk
- 3.4. Sources of information about the counterparty
- 3.5. Credit Analysis
  - 3.5.1. Horizontal and vertical reporting analysis
  - 3.5.2. Analysis using financial ratios
  - 3.5.3. Scoring models and their use
  - 3.5.4. Conclusion on creditworthiness
- 3.6. Case study

### 4. Deferred payment term (2 h)

- 4.1. The importance of deferred payment for a transaction
- 4.2. Term and price alignment
- 4.3. Limit and term alignment
- 4.4. Factors Affecting Payment Terms
- 4.5. Operating cycle
- 4.6. Optimal Terms Corridor
- 4.7. Types of Terms and Their Application

### 5. Credit Demand of a Transaction (2 h)

- 5.1. Factors affecting credit demand
- 5.2. Approaches to defining credit demand
- 5.3. Case study

### 6. Trade Finance Tools (4 h)

- 6.1. Credit risk management techniques
- 6.2. Guarantor's risk
- 6.3. Bank Guarantees
- 6.4. Letters of credit
- 6.5. Credit insurance
- 6.6. Pledges
- 6.7. Comparative characteristics of Instruments
- 6.8. Selection of Instruments

### 7. Structuring a credit transaction (2 h)

- 7.1. Formation and adaptation of credit terms
- 7.2. Alignment of terms between counterparties
- 7.3. Case Studies

### 8. Credit Control (2 h)

- 8.1. Purpose of the control
- 8.2. Control of outstanding
- 8.3. Control of payment terms
- 8.4. Control of the validity of the security
- 8.5. Analysis of Practical Situations

### 9. Credit Performance Measurement (2 h)

- 9.1. Adequacy of sales support
- 9.2. Bad debts
- 9.3. Long-term debt
- 9.4. Portfolio risk
- 9.5. Portfolio and Counterparty Payment Discipline

### 10. Timely Payments Assurance and Debt Collection (4h)

- 10.1. Approaches to Payments Assurance
- 10.2. Reasons for payment delays
- 10.3. Methods to ensure timely payment
- 10.4. Information and communication
- 10.5. Rewards and penalties
- 10.6. Debt Recovery Negotiations
  - 10.6.1. Preparation for negotiations
  - 10.6.2. Negotiation
  - 10.6.3. Completion and control
- 10.7. Collections and use of the 3rd party

### 11. Credit policy and procedures (2 h)

- 11.1. Policy's Role and Importance
- 11.2. Policy's structure
- 11.3. Development and alignment of policies and procedures
- 11.4. Revision and adaptation

### 12. Credit function of the company (2 h)

- 12.1. Structure of a credit department
- 12.2. Functional Subordination
- 12.3. Credit staff
- 12.4. Organization of work and training

# Options

## **BASIC** pre-recorded

12 modules  
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materials  
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recording  
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