



Effective Accounts Receivable Management

Tuesday, 6 March 2012

Introduction

This is the intensive workshop on accounts receivable management. While sales are important, it is more crucial that the amounts sold on credit are ultimately received on a timely basis with minimal bad debt losses.

The workshop trains participants on how to define a credit strategy, implement a credit policy, understand and interpret the fundamental information in financial statements, monitor accounts receivable outstanding and improve the effectiveness in the collection of accounts receivable.

Who will benefit

This workshop is suitable for any person who is involved directly or indirectly with the responsibility of sales, marketing, credit approval, credit review and collection.

Program Objectives

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

- Define a credit strategy
- Implement a credit policy
- Understand and interpret the fundamental information in financial statements
- Monitor accounts receivable outstanding
- Improve the effectiveness in the collection of accounts receivable

Program Outline

- Understanding the need for credit sales
- Fostering credit awareness
- Defining a credit strategy
- Understanding the need for a credit policy
- Knowing the benefits of having credit facility
- Appreciating the factors that influence the credit policy
- Implementing the credit facility
- Gathering credit information
- Understanding financial statements
- Applying financial analysis of financial statements
- Monitoring accounts receivables
- Knowing the reasons for slow collection
- Pre-empting excuses for not paying promptly
- Seeing tell-tale signs of potential bad debts
- Using collection techniques
- Case study & practical exercises

Please contact us for more information on the program outline and trainer's profile.

Course Detail

Tuesday | 6 March 2012
9.00am – 5.00 pm

Venue

Seminar Room @ German Centre, Level 5
25 International Business Park

Course Fees

GC Tenant	S\$ 250 nett per pax
Early Bird	S\$ 270 nett per pax
General Public	S\$ 300 nett per pax

Price includes course materials & certificate.

Refreshment & lunch will be provided.

Terms & conditions apply.

To Register

Please email Ms Ivy Lau at
ivy.lau@germancentre.com.sg or
call us at (65) 6562 8100 for more information.

Early bird closing date 14 February 2012

Closing date 21 February 2012

Effective Accounts Receivable Management are brought to you by the German Centre Singapore.





Effective Accounts Receivable Management

Tuesday, 6 March 2012

REGISTRATION FORM

Please register me for this workshop:-

Name (Mr/Mrs/Ms/Dr) : _____
Company Name (if applicable) : _____
Address : _____
Contact Name & Number : _____
Email Address : _____

Fees

- | | |
|---|---------|
| <input type="checkbox"/> GC Tenant | SS\$250 |
| <input type="checkbox"/> Early Bird | SS\$270 |
| <input type="checkbox"/> General Public | SS\$300 |

Billing Instructions

- Personal _____
Registrant signatory
- Company's account _____
Registrant signatory and company stamp

Terms & Conditions

- 1 Full payment must be made prior to commencement of class.
- 2 Cancellation Policy
 - Cancellation within 30 working days from the date of the program is subject to cancellation fee equivalent to 50% of the fees.
 - Cancellation within 15 working days from the date of the program is subject to cancellation fee equivalent to 100% of the fees.
 - Full payment will be charged for "No Show".
- 3 A replacement is welcome, if registrant is unable to attend the class. An official letter should be submitted prior to commencement of program.
- 4 The Management reserves the right to postpone or cancel the program due to unforeseen circumstances.

Payment Method

Please select whichever is applicable:

- Cash & Credit Card (Master & Visa only)

Kindly come down to the German Centre office between 9:30am to 5:00pm on Monday-Friday prior commencement of workshop.

- Cheque & no. _____

Cheque payable to **German Centre for Industry and Trade Pte Ltd**, and mail it to 25 International Business Park, #05-108 German Centre, Singapore 609916.

- Bank Transfer

Beneficiary:
German Centre for Industry and Trade Pte Ltd
Account number: 5008500514

Beneficiary's Bank:
Landesbank Baden-Württemberg Singapore Branch
Bank Code: 8873
Branch Code: 001

Bank charges are to be borne by registrants.

Kindly fax your registration form and confirmation of bank transfer slip to Ms Ivy Lau at 6562 8029.

TRAINER PROFILE

Mr Raymond Ang, has had over 30 years of working and training experience in the areas of accounting, finance and statistics. Just before becoming an independent Training Consultant, he was with the Bloomberg Analytics HelpDesk. The job involved training users on the various financial and analytic functions of the Bloomberg system. Prior to this, he was with N M Rothschild Singapore, marketing gold and forex margin trading facilities. Other financial institutions he worked for included Canadian Imperial Bank of Commerce, Associated Merchant Bank and DBS Finance. At his very first job with an oilfield supplies company, he had to maintain a full set of manual accounts. This gave him a first-hand experience in accounting. Subsequent working experience included conversion and computerisation of manual accounting systems, preparation of statutory financial reports, capital budgeting and financial analysis for loan applications and accounts receivables management.

In the area of training, Raymond has conducted public seminars on Credit Management in both Singapore and Malaysia. He also gives lectures on accounting, corporate finance and statistics for universities and educational institutions at the post-graduate, undergraduate and diploma levels. In addition, he also conducts workshops on Finance for Non-Finance Personnel and Financial Planning for corporate clients. Whilst working at Bloomberg, he conducted lunch-time financial seminars for the clients.

Raymond holds a Bachelor of Business Administration degree from the University of Singapore, as well as a Master of Applied Finance degree from Macquarie University, Sydney.

He enjoys training and sharing his working experience with others, using simple daily analogies to make complex concepts easy to understand.

