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# FINANCE & ACCOUNT CORE MODULE



CELEBRATING

18 Years

OF  
CULTIVATING YOUR  
EMPLOYEES' POTENTIAL



Helping to meet Industry 4.0 revolution





# INFORMATION

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## INTRODUCTION

Collection from your Debtors always has a huge impact on cash flows and the sustainability of your company. Poor Credit Management and Bad Debts are a serious matter for any company. It has been known to ruin otherwise successful concerns. It is essential to ensure that your debt collection activities result in payment of the outstanding amounts, without damaging your customer relations. Collecting monies owed to your organization can be a big exercise and can be frustrating if you're not familiar with strategies that get results.

A better understanding of the credit assessment policy and its control mechanism, which covers credit evaluation and credit limit review, would lay down a strong foundation to manage your company's risks to minimize bad debts.

## AUDIENCE

Accountants and Credit Controllers / Managers Sales and Marketing Managers and Executives Accounts Receivable / Credit Personnel Administration Personnel involved in the credit function

## OUR MODULE : FI190

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### TOPIC COVERED

Module 1: Understanding of Credit Control  
Module 2: Five Ways to Avoid Late Payments  
Module 3: Tools of Debt Recovery  
Module 4: Preparation of Letters and Role Play

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### LEARNING OBJECTIVE

- To understand the meaning and the importance of Credit Management
- To be mindful of how your role impacts the company as a whole
- To establish the importance of the Credit Policy in defining the objectives, function and responsibilities of the credit department to achieve maximum collections to sustain operations
- To understand the critical need for Credit Assessment
- To establish a Collection Policy that not only ensures recovery of debts, but also provide follow up procedures in monitoring and collection of debts and reduce the risk of long outstanding debts

**We're here to assist you  
to overcome challenges  
& achieve your desired  
goals.**

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