

# DON CLARKE SEMINARS

## ACCOUNT MANAGER SEMINAR COURSE OUTLINE



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# ACCOUNT MANAGER SEMINAR

Length: 2 day Seminar

- Day 1: 9:00am – 4:00pm | Day 2: 9:00am – 12:00pm

Seminar Schedule:

- Class Begins: 9:00am | Class Ends: 4:00pm
- Day 1 Breaks: (15 min) - 10:30am & 2:30pm | Lunch: (1 hr.) -12:00pm
- Day 2 Break: (15 min) - 10:30am

Course Overview:

*The Account Manager Seminar is a presentation of how to keep the “big picture” macro perspective in a detail driven environment.*

Course Objective:

*The account manager will be taught how to always keep the big picture in mind and develop proper management of risk in an ever-changing environment.*

## COURSE OUTLINE:

- 1) Function And Importance Of The Account Manager
  - a. Maintaining Control
  - b. Keys to Effective Management
  - c. When to Say No
- 2) Approaching Financial Performance Issues
  - a. Financial Statements
  - b. Covenant and Other Conformity Requirements
  - c. Analyzing Historical Information
- 3) Collateral Issues
  - a. Timeliness in Reporting

- b. Analyzing Collateral Trend Cards
- 4) Availability Forecasting
  - a. Projecting Seasonal Swings in Availability
- 5) Interfacing With Support Groups
  - a. Operations Area
  - b. Audit Team
- 6) Interpreting Audit Reports
  - a. Using the Audit Report as a Management Tool
- 7) Participations
  - a. How to Lead
  - b. How to Follow
- 8) Accounts Receivable as Collateral
  - a. Aging Analysis
  - b. How are Receivables Aged?
  - c. Invoice Date vs. Due Date
    - i. *Impact on Eligibility Parameters*
  - d. Aging Codes
    - i. *What they Mean*
    - ii. *Impact on Eligibility*

- e. Detail Aging vs. Summary Agings
- f. Spread Analysis
  - i. *Analyzing the Current Aging using Comparables*
- g. Matching Turnover
  - i. *Using Receivables Statistics Compared to Spread Movement*
- h. Credit Extension and Collection Procedures
- i. Analyzing Receivables Concentration and Understanding the Customer Base.
- j. Ineligibility Issues
  - i. *What, How Much and Why*
- k. Test of Authenticity
  - i. *Shipping*
  - ii. *Verification*
  - iii. *Credit Memos*
  - iv. *Subsequent Payments*
- l. What is Dilution?
- m. Advance Rates Consideration
- n. Other Issues
  - i. *Cash Control Mechanisms*

*ii. Reporting Considerations*

## 9) Inventory as Collateral

- a. Preliminary Considerations
- b. Things to Look for During the Plant Tour
- c. Accounting Systems
- d. Classification of Inventory
- e. Control Considerations

*i. Taking Possession in Exit Strategy*

- f. Assessing Inventory Performance
- g. Tests of Authenticity
- h. Ineligibles
- i. Calculation of the Inventory Advance Rate
- j. Inventory Appraisals

## 10) Fixed Assets

- a. Appraisals
- b. Monitoring

## 11) Collateral Reporting

## 12) Monitoring Trade Payables

## 13) Legal Issues

- a. Avoiding Precedence

b. Fraudulent Conveyance Issues

c. Course of Conduct Issues

14) Maintain Credit Files

15) Case Study