


BUSINESS ADVISORY SERVICES**DEBTORS' MANAGEMENT**
Paper 570-034
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FORMS

[BAS159 - Debtors' Management System – Introduction Checklist](#)
[BAS160 - Debtors' System Forms & Documents](#)
[BAS160-01 - Application To Open An Account](#)
[BAS160-02 - Personal/Director's Guarantee and Indemnity](#)
[BAS161 - Customer Application Due Diligence Checklist](#)
[BAS162 - Approving a Prospective Customer](#)
[BAS162-01 - Welcome To "New Customer" Letter](#)
[BAS162-02 - New Customer Control Sheet](#)
[BAS162-03 - Internal Advice Of A New Customer](#)
[BAS162-04 - Welcome To "New Customer" Letter \(For a customer that you are providing products on a Retention of Title basis\)](#)
[BAS163 - Customer Purchase Procedures](#)
[BAS164 - Debtor's Statement](#)
[BAS165 - Debtors' Monitoring](#)
[BAS165A - Debt Recovery Letter No. 1 – After 37 Days](#)
[BAS165B - Debt Recovery Letter No. 2 – After 44 Days](#)

[BAS165C - Debt Recovery Letter No. 3 – After 51 Days](#)
[BAS165D - Debt Recovery Letter No. 4 – After 58 Days](#)
[BAS165E - Debt Recovery Letter No. 5 – Referral To Debt Collection Agency](#)
[BAS166 - Debtors' Management](#)
[BAS166-01 - Debtors' Days Outstanding Calculation](#)
[BAS166-02 - Debtors' Reduction Checklist](#)
[BAS166-03 - Civil And Administration Tribunals](#)
[BAS167 - Debtors' Review Questionnaire](#)
[BAS168 - Online Debt Management](#)
[BAS172 - Debtors' Management Implementation Strategy](#)
[BAS185 - Debtors' Discounting & Factoring](#)
[BAS187 - Debtor Insurance](#)
[BAS230 - Work Programme/Budget/Quotation Form - Debtors' Management Evaluation](#)
[BAS230-1 - Work Programme Timetable - Debtors' Management Evaluation](#)
[BAS250 - Proposal For A Debtors' Management Evaluation](#)
[BAS290 - Assignment Control Form - Debtors' Management Assignment](#)
[BAS804 - Debtors' Management Report](#)
[BAS824 - Debtors' Management Action Plan](#)

BUSINESS ADVISORY SERVICES

DEBTORS' MANAGEMENT



Paper 570-034



1. Outcome of One-On-One Meetings

At the one-on-one meetings we recommend that you use the SME Needs' Analysis to assist the client to identify work assignments on which they wish to invite you to submit a proposal.

It is assumed that clients have requested that you submit a proposal for a debtors' management evaluation.

2. What Is Included In The Debtors' Management Evaluation?

The debtors' management evaluation system utilises a number of checklists and templates that have been developed pertaining to an outstanding debtors' management system for a small/medium enterprise.

A. Debtors' Management System - Introduction Checklist

For the Introduction Checklist please refer to BAS159

1. Setting up an effective Debtors' System
 - .1 Debtors' System Forms and Documents ([BAS160](#))
 - .2 Application to Open an Account ([BAS160-01](#))
 - .3 Directors' Guarantee Form ([BAS160-02](#))
 - .4 Customer Application Due Diligence Action List ([BAS161](#))
 - .5 Approving a Prospective Customer ([BAS162](#))
 - .6 Internal Advice of a New Customer ([BAS162-03](#))
 - .7 Welcome to New Customer Letter ([BAS162-01](#))
 - .8 Welcome to New Customer Letter for sales on a Retention of Title basis ([BAS162-04](#))
 - .9 New Customer Control Sheet ([BAS162-02](#))
2. Being Diligent on Transactions
 - .1 Customer Purchases ([BAS163](#))
 - .2 Debtors' Statements ([BAS164](#))
3. Proactive Monitoring of Debtors
 - .1 Debtors' Monitoring ([BAS165](#))
 - .2 Online Debt Management ([BAS168](#))
 - .3 Debtors' Management ([BAS166](#))
 - Debtors' Days Outstanding Calculator ([BAS166-01](#))
 - Debtors' Reduction Checklist ([BAS166-02](#))
 - Small Claims Courts and Tribunals ([BAS166-03](#))

4. Due Diligence Review on Debtors' System
 - .1 Debtors' Review Questionnaire ([BAS167](#))
 - .2 Retention of Title Sales – Personal Property Securities Register
5. Debtors' Management Information Strategy
 - .1 A form to assist the accounting business monitor a Debtors' Management Implementation Strategy for a client is available ([BAS172](#)).

B. Debtors' Discounting and Factoring

- Not every client will be interested in debtors' discounting and factoring but for those who are interested commentary is contained in ([BAS185](#)).

C. Debtors' Insurance

- Commentary on debtors' insurance in Australia and for export sales is contained in ([BAS187](#)).

3. Work Programme Budget Quotation Form

A Work Programme Budget Quotation Form, specifically designed for debtors' management, has been prepared and is available at ([BAS230](#)).

4. Work Programme Timetable

A Work Programme Timetable has been prepared for debtors' management. This form is available at ([BAS230-01](#)).

5. The Proposal For A Debtors' Management Evaluation

A template for a written proposal including commentary on:

- Methodology
- Our approach
- Outcome of Assignment
- Timetable
- Quotation
- Key Personnel
- Payment Terms
- Additional Work
- Acceptance of Quotation

has been prepared and is available at ([BAS250](#)).

6. Assignment Control Form

An Assignment Control Form for a debtors' management assignment has been prepared and is available at ([BAS290](#)).

7. Debtors' Management Report

A template to assist in the preparation of the Debtors' Management Report is available at ([BAS804](#)).

8. Debtors' Management Action Plan

A template to assist in the preparation of the Debtors' Action Plan is available at ([BAS824](#)).

AN IMPORTANT MESSAGE

The forms and commentaries contained in this paper are provided as a guide only and should not form the sole basis for any advice in relation to the particular situation of any person without first obtaining proper professional advice.

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