

CLEAR CHOICE SEMINARS, INC.

5409 Jerseybelle Ct.

Ellicott City, MD 21043

(410) 747-7994

Return Service Requested

FALL 2010

**INTERMEDIATE
TO ADVANCED
ABL AUDITING** ©

THE #1 ABL ANALYSIS COURSE

"Learn What You've Been Missing"

**COURSE INCLUDES
ADVANCED DATA ANALYSIS**

Reduce Fraud Risks and Save Time with Expert Insights

**Intermediate / Advanced
ABL Course (3 days)**

Should examiners fill in forms or learn what the numbers mean? Use intermediate and advanced analysis techniques to enhance monitoring and reduce fraud risks. Learn the skills needed to dig deeper and gain insights that can protect lender assets. Learn advanced workpaper interpretation techniques that provide correct results and more insightful analysis. Prevent booking loans that are already in trouble.

INCLUDES ABL-HELP
DISK - BASED
REFERENCE MANUAL
185 Ineligibles Explained
750+ Word Glossary
Analytical Tools

**#1 ABL DATA Analysis
Course Included**

Are you still adding up aged credits, ineligibles and credit memos? Electronic data is now common and this course teaches the skills needed to assess client systems, move ABL data to your systems and analyze it with the tools you own.

**The CHOICE
For In-House Training:**

- ◆ American National / NBD
- ◆ Wachovia
- ◆ GE Capital
- ◆ LaSalle Business Credit
- ◆ Dopkins & Company
- ◆ Bank One
- ◆ Siemens Financial
- ◆ Huntington National Bank
- ◆ Royal Bank of Canada
- ◆ PriceWaterhouse Coopers
- ◆ Comerica Bank
- ◆ Foothill Capital Corp.
- ◆ IBM Global Finance
- ◆ Transamerica
- ◆ Unified Examiners

More Information on-line at www.ccsiweb.com

ABL COURSE OUTLINE

The #1 Choice of students since 1995 because we cover what the numbers mean and we update the course constantly.

Our sections on Receivables, Inventory and Payables have been student rated as “superior” to other courses, including other stand-alone inventory or advanced workshops. We were the first to teach a DATA workshop for ABL (we trained some of the instructors that teach the other “Advanced” course) and our full day DATA section is more complete, while being taught by one of the most qualified data experts in the business. Students consistently note that our courses have been the most influential in their ABL careers.

WHO SHOULD ATTEND?

Intermediate / Advanced ABL Auditing is designed for examiners and Officers with 6 months or more of prior lending or audit experience, up to the Audit Manager level, including prior internal audit or public accounting experience. Also ideal for CPA's and due diligence professionals.

Account Officers and Operations Management interested in expanding field scope on problem examinations, spotting problems and responding to findings from field examinations and reporting.

Participants interested in:

- ◆ **Asking the right questions**
- ◆ **Getting done faster**
- ◆ **Digging deeper**
- ◆ **Affordable data analysis**
- ◆ **Converting PDF documents**
- ◆ **Decreasing fraud risks**
- ◆ **Assessing risks**
- ◆ **How to get 100% samples**
- ◆ **Not just compiling a report**
- ◆ **Testing agings**
- ◆ **Analyzing cash /sales faster**
- ◆ **Analyzing inventory turns**
- ◆ **Getting more than data**
- ◆ **Reference materials**

REQUIRED HARDWARE

Windows based notebook computer with 256 megs of RAM, 40 Megs of Hard Drive Space, external power supply, USB or CD drive. Screen resolution of 800 X 600 or higher. A mouse is highly recommended.

Participants should have skills with Windows and Excel's file commands, navigation, and general options. Computers are only needed for Day One.

REQUIRED SOFTWARE

Microsoft Excel 97 or higher. Windows version 2000 or higher. Additional course case files will be installed at the start of the first day. User must have Administrator Rights to allow installation via USB key.

This DATA portion of the course moves students from assessing client systems to advanced Excel data analysis and then into detailed testing techniques and fraud hot-spots. Students will gain timesaving skills to acquire, convert, analyze, summarize and interpret borrower data. The course is lead by an industry insider with 25+ years of ABL field examination and computer automation experience.

The borrowers are smarter, you should be too!

DAY ONE - DATA

DATA PREFACE

- Objectives
- What is Data Mining?
- Data Analysis vs. Mining
- Brief History
- Modules and Format
- Keyboard Input
- Menubar and Toolbar
- Course Files

THE PERSISTENCE OF DATA

- Objectives
- Data is Everywhere
- Data Terminology
- Why You Can Get Data
- Persistence Section Review
- Persistence of Data Proficiency Review

GETTING DATA

- Objectives
- Data Formats and What to Get
- Limitations
- Getting the Data To A File
- Getting the Data From Them to Us
- Virus Paranoia
- Overview of Boolean Logic and Wildcards
- Exercise A: PDF Conversion Tips
- Getting Data Section Review Quiz
- Getting Data Proficiency Review

EXCEL FOR DATA ANALYSIS

- Objectives
- Power User PC Tweaks
- Exercise A Good Data Setup Habits
- Exercise B Importing Data to Excel
- Exercise C Import Troubleshooting
- Exercise D Basic Sorting
- Exercise E Multi-Key Sorting
- Exercise F Advanced Filtering
- Exercise G Subtotaling
- Exercise H Formula Tweaks
- Exercise I Pivot Table Basics
- Exercise J Pivot Table Tweaks
- Exercise K Advanced Inventory Pivots
- Exercise L Why VLookup fails
- Excel Section Review Quiz & Cases
- Excel Proficiency Review

ABL COURSE OUTLINE

Field examination reports are used by management for decisions. The right decisions require the right information, often from a reluctant Borrower. Intermediate / Advanced Audit teaches the professional skepticism skills that gather information and prevent losses.

OTHER ISSUES

Assessing Systems and Reporting
The SPARKLE Test
The BURN Test
Insurance Lender Loss Payee?
Corroborating Evidence
Being Bullied and Responding to the Bully
Communication with the Borrower
Work-Out Recommendations—What To Get
Lender Liability
Audit Efficiency Prevent "Over Auditing"
Review of Reasonableness Testing
Applying Results to Reserves
Considering Potential Offsets
Documentation of Conclusions

DAY TWO

ABL EXAM OVERVIEW

ABL Myth
Deal Structure Setup Tips
Operating Cycles
Daily Average Approach
Using Accounting System Data
Using the ABL-Help File

ACCOUNTS RECEIVABLE

Objectives of Testing
Aging Trends and Graphs
Review of AR Stats
Getting A/R Statistics Faster
Receivable Turnover
Modified Accounts Receivable Turnover
The "Phil" Fraud
Current Column Over Aging
Step-Down Test
Age to Turn Test
Net Zero Transactions (was it ever there at all)
RISKS (understanding Borrower behavior)
Dilution Overview
Other Dilution
Testing Credit Memos
Lag Days (3 types)
Lag Diagram
Dilutive or Non-Dilutive?
Get 100% of the Credit Lag
Limitations of Credit Memo Analysis
Dilution vs. Reserves
Ineligibles Review
Contra Sources
Joe's NJ Speed Trap Rule for Contras
LC Analysis - Ineligible AR
LC Ineligible Example
LC Analysis - Line Reserves
LC Reserve Example
Credit Insurance
Shipping Test Title Transfer
Shipping Test - Often Missed Items
Sample P.O. and Invoice Problems
Pre-Billing Extrapolations
Get 100% of the pre-billed
Alternate Procedures for Shipping Test
Bonded Contractors
Cash Application Test
Cash Reconciliations
Controlling Cash
Advance Rate Considerations

DAY THREE

INVENTORY

Inventory Cost Flow Assumptions
Gross Profit Method Calculations
Joe's Golden Rule for Inventory
Standard Cost P&L
Variances and Collateral Value
Capitalization of Standard Variances
Examples of Cost Absorption
When to Capitalize?
Average Cost, Current Cost, FIFO / LIFO
Mfg. Requirements Planning (MRP)
Two Important Questions
Inventory Ineligible Issues
Planning and Sampling Strategy
Test Count / Cost Extrapolations
Stratifying Samples (stop borrower setups)
ABL Turnover Philosophy
Finding Slow Movement (9 ways)
Unit or Dollar Analysis
Stratifying Turnover Sample Results
Inventory Turnover and Astrophysics
Can Inventory Turn Too Fast or Too Slow?

A/P AND NOTES PAYABLE

Book Overdraft and Aging
Accrued Expenses
Accrual "Red Flags"
Contras and More Contras
Payable Turnover
Adjustments To A/P Turnover
Search for Unrecorded Liabilities
Off Balance Sheet Items
General Payroll tax Testing
Dealing with In-House Payroll
Dealing with EFTPS a Simple Way
Tax Calculations and Rules
Sample tax Calculations and Forms
Testing Payroll Taxes
Sales and Property Taxes

About the Instructor:

Joseph R. Caplan writes and teaches the courses. He has been performing ABL field examinations since 1985 and has been instructing ABL courses since 1995. With over 550 field examinations completed, extensive ABL software development experience and real-world fraud experiences, he brings the problem areas to life. He is the author of numerous ABL articles and ABL-Help. More information is available at www.ccsiweb.com

Materials You Keep:

The DATA portion of the course includes our spiral bound data "cookbook," complete with all presentations and step-by-step instructions. Perfect for taking into the field or as a reference.

A course binder includes all other materials covered in the class, extra case studies, case solutions and additional materials.

Our acclaimed *ABL-Help* file is included and students get all changes sent to them via e-mail. This well known resource is the industry standard for ineligible explanations and calculations, as well as formulas and general ABL reference materials.

Student Comments?
Visit - www.ccsiweb.com

REGISTRATION - FALL 2010

City
Ellicott City, MD

Dates
Nov 1—Nov 3

Location
Greystone

Limited Space Available

We Custom Tailor to Your Needs for In-House Training * - Call, we'll set it up

Please fill out and return to the address below with payment 15 days prior to course. Please photocopy this page if you need more registration forms. Please print or type. Seminar City and computer drive types must be noted. E-mail of fax per the address listed below.

Ellicott City, MD — Greystone

11/01/10—11/03/10

↑ SEMINAR CITY

↑ COURSE DATES

↑ LAST NAME

↑ FIRST

↑ M.I.

↑ NICKNAME

↑ INSTITUTION NAME

↑ JOB TITLE

↑ YEARS IN ABL

↑ STREET ADDRESS & SUITE OR P.O. BOX

↑ CITY

↑ STATE

↑ ZIP

↑ PHONE

↑ FAX

↑ E-MAIL

Course	Fee	# Students	Total
Attending			
Less: Discounts	()		()
TOTAL			

Fees are payable to:

Clear Choice Seminars, Inc.
5409 Jerseybelle Ct.
Ellicott City, MD 21043
Tel: (410) 747-7994
Fax: (206) 202-2126
info2010@ccsiweb.com

Registration and Fees:

Intermediate / Advanced Audit	Early registration fee is \$998.00 per student, 25 days or more prior to course. Late registration is \$1,098.00
DATA Only:	Please call us. Early registration fee is available for \$300.00 per student, 30 days or less prior to course is \$400.00.
Multi-Student Discounts:	Send 2 and deduct \$100.00/student, send 3 or more and deduct \$150.00/student. All registrations and fees are due at least 15 days in advance. Fees include: course books, reference file, lunches and refreshments. Student cancellations may be rescheduled; full refunds allowed 15 days prior to class.
Audit Manager Pricing:	Audit managers attending pay ½ base fee with at least one paying student, call for details.
Accommodations:	Hotel accommodations must be made individually. Parking fees are responsibility of students.
Course Time, Dress Code:	Courses are conducted from 8:00 a.m. sharp to 5:00 p.m. Full days are used. Casual clothing recommended.
Limited Attendance Space:	Attendance limited to 15 students (we emphasize quality, not quantity). Register early to reserve space and sleeping rooms. CPA's needing CPE should call first for eligibility status, all but 6 states qualify.
Course Materials:	All course materials are protected by copyrights. Other use of materials requires pre-approved and paid fees.

Rates for your location are lower, call for pricing and \$ave thousands in training and travel costs.

In-house training can include your specific needs for audit, receivables, inventory, cash flow modeling, computer training and more.

STUDENT COMMENTS

- ◆ **[DATA]** "I used what I learned in the DATA course right away and I've been able to download agings, inventory reports, sales and cash journals. Big time savings ..." R.B., Senior Examiner, City National Bank
- ◆ **[Audit]** "A superb learning experience, in a class of its own...exceeded, by far, all of my prior audit education experiences... a must-take seminar for all ABL auditors!" T.K., Sr. Auditor, LaSalle Business Credit
- ◆ **[Audit]** "I found this course to be 99.99% applicable to my job...material and topics covered are useful for my daily job...workbook will be used as a reference guide." T.C., [Field] Analyst, Foothill Capital
- ◆ **[DATA]** "I reduced the ineligible calculation on one account from one day to 35 minutes! The downloads and software techniques work. This is THE way to go!" N.V., Unified Examiners
- ◆ **[Audit]** "Provides in-depth insight to auditing procedures and practices in addition to covering a vast array of critical topics. The seminar is a must for account officers." O.L., AVP, Comerica Bank

More Student Comments at: www.ccsiweb.com