



5 MINUTE ASSESSMENTS

Cash Collection Assessment

Are You Getting the Cash You Deserve?

Circle Yes or No:

1. Our Credit Officer has adequate training in evaluating credit and collecting late payments.

Yes No

2. We have a scoring system to evaluate new credit requests.

Yes No

3. Every new credit is approved in advance by our Credit Officer, using our credit system.

Yes No

4. An alternate payment system is available for customers unable to have credit.

Yes No

5. Number of credit rejections is reported with monthly financials.

Yes No

6. Receivables (A/R) aging is reported at least weekly.

Yes No

7. We set a target maximum % of customers above target receivable days.

Yes No

8. A/R over target aging are listed by customer daily.

Yes No

9. A/R over standard terms are called daily, & logged.

Yes No

10. One person is responsible for keeping A/R inside target maximum days.

Yes No

Number of yes answers: _____

What your score means:

Less than 10 yes answers means there's cash available to you today.