

FUNDAMENTALS OF FINANCE AND ACCOUNTING FOR NON-FINANCIAL MANAGERS

In today's business world, when every manager is held accountable for the bottom line, you have to be finance savvy!

Seminar #2218

Overview

Finance...for non-financial managers. It's a topic you must understand—especially during challenging economic times when financial acumen is expected at every organizational level. You've got to know how to justify a request, quantify your contributions to the company and spot profit drains immediately.

Because whether you're a wizard of finance or a nonfinancial manager, performance is measured the same way—in dollars and cents!

Offering an accessible overview of finance for non-financial managers, this seminar features exactly what you need to further your career and build your future. From accruals to write-offs to receivables and payables, this workshop shows nonfinancial managers the concepts, tools and techniques that can help make each decision pay off—on the job and on the bottom line.

Schedule

- [3] days

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,794 GSA

Credits

18 PDU /1.8 CEU /18 PHR

Schedule

We have 63 scheduled sessions located nationwide starting between 6/4/2012 - 2/20/2013

Date	Location	Duration
Jun 4, 2012 - Jun 6, 2012	Arlington/Washington DC, DC	3 Days
Jun 6, 2012 - Jun 8, 2012	Dearborn, MI	3 Days
Jun 6, 2012 - Jun 8, 2012	New York, NY	3 Days
Jun 13, 2012 - Jun 15, 2012	Dallas, TX	3 Days
Jun 18, 2012 - Jun 20, 2012	Atlanta, GA	3 Days
Jun 18, 2012 - Jun 20, 2012	Chicago, IL	3 Days
Jun 25, 2012 - Jun 27, 2012	San Francisco, CA	3 Days
Jul 9, 2012 - Jul 11, 2012	New York, NY	3 Days
Jul 11, 2012 - Jul 13, 2012	Chicago, IL	3 Days
Jul 16, 2012 - Jul 18, 2012	San Francisco, CA	3 Days
Jul 18, 2012 - Jul 20, 2012	Boston, MA	3 Days
Jul 25, 2012 - Jul 27, 2012	Atlanta, GA	3 Days
Aug 1, 2012 - Aug 3, 2012	Arlington/Washington DC, DC	3 Days
Aug 1, 2012 - Aug 3, 2012	Denver, CO	3 Days
Aug 6, 2012 - Aug 8, 2012	Houston, TX	3 Days
Aug 6, 2012 - Aug 8, 2012	New York, NY	3 Days
Aug 8, 2012 - Aug 10, 2012	Chicago, IL	3 Days
Aug 15, 2012 - Aug 17, 2012	San Francisco, CA	3 Days
Aug 22, 2012 - Aug 24, 2012	Atlanta, GA	3 Days
Aug 27, 2012 - Aug 29, 2012	Overland Park, KS	3 Days
Sep 5, 2012 - Sep 7, 2012	Chicago, IL	3 Days
Sep 5, 2012 - Sep 7, 2012	Hartford, CT	3 Days
Sep 10, 2012 - Sep 12, 2012	New York, NY	3 Days
Sep 12, 2012 - Sep 14, 2012	Seattle, WA	3 Days
Sep 17, 2012 - Sep 19, 2012	Atlanta, GA	3 Days
Sep 19, 2012 - Sep 21, 2012	Pittsburgh, PA	3 Days
Sep 24, 2012 - Sep 26, 2012	Arlington/Washington DC, DC	3 Days
Oct 1, 2012 - Oct 3, 2012	Chicago, IL	3 Days
Oct 8, 2012 - Oct 10, 2012	Dallas, TX	3 Days
Oct 8, 2012 - Oct 10, 2012	New York, NY	3 Days
Oct 10, 2012 - Oct 12, 2012	Philadelphia, PA	3 Days
Oct 15, 2012 - Oct 17, 2012	Durham, NC	3 Days
Oct 15, 2012 - Oct 17, 2012	Minneapolis, MN	3 Days
Oct 15, 2012 - Oct 17, 2012	San Francisco, CA	3 Days
Oct 22, 2012 - Oct 24, 2012	Honolulu, HI	3 Days
Oct 29, 2012 - Oct 31, 2012	Arlington/Washington DC, DC	3 Days
Oct 31, 2012 - Nov 2, 2012	Atlanta, GA	3 Days
Oct 31, 2012 - Nov 2, 2012	Houston, TX	3 Days
Nov 5, 2012 - Nov 7, 2012	New York, NY	3 Days
Nov 7, 2012 - Nov 9, 2012	Chicago, IL	3 Days
Nov 12, 2012 - Nov 14, 2012	Las Vegas, NV	3 Days
Nov 26, 2012 - Nov 28, 2012	Morristown, NJ	3 Days
Nov 28, 2012 - Nov 30, 2012	Arlington/Washington DC, DC	3 Days
Dec 3, 2012 - Dec 5, 2012	Chicago, IL	3 Days
Dec 5, 2012 - Dec 7, 2012	Boston, MA	3 Days
Dec 5, 2012 - Dec 7, 2012	Denver, CO	3 Days
Dec 10, 2012 - Dec 12, 2012	New York, NY	3 Days
Dec 10, 2012 - Dec 12, 2012	San Francisco, CA	3 Days
Dec 12, 2012 - Dec 14, 2012	Atlanta, GA	3 Days
Dec 12, 2012 - Dec 14, 2012	Indianapolis, IN	3 Days
Dec 12, 2012 - Dec 14, 2012	Dallas, TX	3 Days
Dec 17, 2012 - Dec 19, 2012	Arlington/Washington DC, DC	3 Days
Jan 7, 2013 - Jan 9, 2013	Phoenix, AZ	3 Days
Jan 9, 2013 - Jan 11, 2013	New Orleans, LA	3 Days
Jan 23, 2013 - Jan 25, 2013	Chicago, IL	3 Days
Jan 23, 2013 - Jan 25, 2013	San Jose, CA	3 Days
Jan 28, 2013 - Jan 30, 2013	New York, NY	3 Days

Feb 6, 2013 - Feb 8, 2013	Atlanta, GA	3 Days
Feb 11, 2013 - Feb 13, 2013	Colorado Springs, CO	3 Days
Feb 13, 2013 - Feb 15, 2013	Chicago, IL	3 Days
Feb 13, 2013 - Feb 15, 2013	San Francisco, CA	3 Days
Feb 20, 2013 - Feb 22, 2013	Houston, TX	3 Days
Feb 20, 2013 - Feb 22, 2013	Albany, NY	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Get a firm grasp of the numbers side of your job
- Gain greater confidence with a working knowledge of business financials
- Learn how to "think finance" and translate performance into financial terms
- Cultivate proactive working relationships with finance professionals and enhance your value to the organization
- Understand the business dynamics of dollars and cents—and take initiatives that meet your short- and long-term goals
- Take the guesswork out of your decision making and deliver a better bottom line
- Expand your professional expertise—and your career opportunities

What You Will Cover

- Key finance terms: assets, liabilities, capital, depreciation, capitalization, current ratio and others
- The accounting process: journals and ledgers, how debits and credits work
- Mastering the mind-set: see business in terms of dollars-and-cents decision options that pay off—short- and long-term
- Basic accounting principles
- Applying accounting conventions and guidelines
- Developing working rules regarding your corporate financial statements
- Using the balance sheet to examine assets and liabilities
- Analyzing the income statement to assess revenues and expenses
- The statement of cash flow: sources and uses of funds
- Content and format of the annual report
- Understanding the footnotes
- Debt vs. equity financing
- How leveraging can increase return to shareholders
- Keeping your plan on target with budgetary controls
- Using profit-planning tools, break-even analysis, financial forecasting
- Cash flow: where cash comes from and how it's applied
- Elements of cost accounting
- Analyzing payback method, discounted cash flow, present value and present value index in making profitable capital investment decisions
- Criteria for examining the performance of divisions and product lines
- Understanding the cost of capital

Who Should Attend

This program is designed for non-financial managers in every functional area of responsibility in all industries.

Note: Please bring a calculator and a copy of your annual report (if available).

Special Feature

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)