

### **Analysis, Planning and Financial Control of Companies - Complete and Practical Cycle of the Financial Area – Online**

#### **General Objectives:**

This Course aims to teach participants the fundamental concepts of Analysis, Planning and Control in the Financial area, addressing the analyzing accounting and extra-accounting information in economic-financial terms and understanding the company's Finances.

#### **Specific Objectives:**

At the end of this course, participants will:

- Understand the Financial function;
- Understand the importance of accounting and accounting systems;
- Know the basic principles of financial theory;
- Know the main indicators and metrics to measure the financial health of the Companies;
- Analyze the main financial documents;
- Prepare Financial Reports;
- Know the Techniques and Principles used in the Valuation of Companies;
- Locate the financial function, frame it and report on its evolution;
- Distinguish financial analysis from financial management;
- Use short, medium and long term investments and financial resources; Master methods, techniques and financial planning and control instruments.

#### **Recipients**

This course is intended for all professionals in the Financial and Accounting areas who have responsibilities at the level of Financial Analysis, namely: Financial Managers and Directors; Accounting Officers; Account Managers (Banks and other Financial Institutions); Financial Consultants; Financial and Management Control Officers.

#### **Pré-requisitos**

The prerequisites for attending this course are:

- Have access to a computer or tablet with an Internet connection and a browser (program for surfing the web), such as Chrome, Safari, Firefox or Internet Explorer.

- You can access the course from any computer (e.g. at home or in the office), tablet or smartphone.

## Duration:

60 Hours

## Content Program:

### Module I - The Company and the Financial Function

- The Financial Function, its object, evolution and organizational framework;
- Financial Analysis versus Financial Management (schematic and conceptual view).

### Module II - Accounting as an Information System

- The accounting, tax and financial information: objectives and characteristics of financial information;
- The Accounting Standardization and Harmonization;
- The importance of Financial Analysis in the Bank Credit decision: Rating and Scoring.

### Module III - Short-term Financial Management. Objectives and Importance

- Short-term Financial Resources and their cost.

### Module IV - Bank Financing and its Forms

- Cash Discount;
- Escrow Account;
- Bank Overdraft (Overdraft and Hot Money);
- Discounting of Commercial Bills (Commercial Discount);
- Signature Credit (Guarantees, Endorsements and Sureties);
- Factoring;
- Membership Loans;
- Short-term Financial Applications and their profitability;
- Bank Deposit.

### Module V - Public Debt or Treasury Bonds (Treasury Bills, Saving Certificates)

- Commercial Paper;
- Fund Participation Units (Treasury, Pension, Bond and others);

- Selection of Resources and Applications of Funds (economic-financial perspective);
- The Management of Necessary Working Capital (FMN). Forms of calculation;
- Value of anticipated receipts (customers) and payments (suppliers).

### **Module VI - Short Term Financial Planning**

- Its purpose and importance in company planning

### **Module VII - Cash Budget and Financial Budget**

- Medium/Long Term Financial Management. Its objectives and importance;
- Medium/Long Term Financial Resources and their cost;
- Bank Financing (traditional or loan agreement);
- Associates loan;
- Leasing;
- Bond Loan;
- External Financing;
- M/L Term Financial Applications and their profitability (Bonds, Stocks).

### **Module VIII - Cost and Structure of Capital: Introduction to Financial Theory**

### **Module IX - Financial Planning: Objectives and their Importance**

- Financial Management by the Budget Method;
- Forward Financial Statements;
- The importance of the Financial Statements in the assessment/evaluation of a Business Plan;
- Traditional model and multiple and simultaneous equations;
- Traditional model;
- Income Statement;
- Balance Sheet;
- Cash-Flow Statement;
- Map of Required Working Capital;
- Financial Plan/Financial Budget and Cash Budget;
- Multiple and Simultaneous Equation Model;
- Generic Characteristics;
- Traditional or Direct Model.

**Module X – Results Report**

**Module XI - Balance Sheet**

**Module XII - Cash Flow Statement**

**Module XIII - Statement of Necessary Working Capital**

**Module XIV - Financial Plan**

- Indirect Models (multiple or simultaneous equations).

**Module XV - The theory of CVR (Cost, Sales and Results)**

- The Economic Dead Point (Break even point);
- Safety Margin;
- The Economic Degree of Leverage and its effect (financial leverage).

**Module XVI - The Financial Report**

- Objectives and target audience;
- Methodology for an economic-financial analysis.

**Module XVII - Introduction to the Study of Business Valuation**

- Company Value;
- Methods and Optics of Business Valuation;
- Patrimonial Optics;
- Economic Optics;
- Financial Optics;
- Stock Market Optics;
- Regulatory Optics.

**Module XVIII - Case Study**

- Contemplates the economic-financial analysis of a preparation of Forecast Financial Statements with prospective economic-financial analysis.

### Methodology

This course always has the trainer present, who will even give the training in person via the platform.

The trainee can intervene with the trainer or with the other trainees, just as they can in the classroom.

The presentations and exercises will always be provided by the trainer at the end of each training session.

At the end of the course you will receive a Professional Training Certificate if you attend at least 90% of the classes, complete the proposed assignments and tests, participate in online discussions and have a positive final evaluation.

This training is certified and recognized.