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informatech CERTIFIED GLOBAL LEADERSHIP CONSULTANTS

ACCOUNTING AND FINANCE | COURSE

Certified Accounts Receivable Professional

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Course content

Why Attend

A sizable share of a company's working capital is tied up in Accounts Receivable (AR), posing a high liquidity risk. In this course, we expand your knowledge and expertise in AR. This will enable you and your organization to manage your accounts receivable effectively without compromising your credit sales.

This course demonstrates theoretical and practical core topics and introduces Excel for managing Accounts Receivable. The course also features role-playing and presentations by participants.

By the end of the course, participants will be able to:

• Develop effective credit policies that meet a company's objectives

• Use billing best practices techniques

• Employ effective collection policies

• Partner with the sales force for the benefit of the company

• Evaluate the Accounts Receivable process and implement best practices

• Apply tools and techniques to monitor AR performance effectively

Accounts Receivable department managers, credit managers, AR staff, AR and revenue accountants, credit officers, billing and collection clerks, AR specialists, and professionals in accounting, finance, operations, and sales who interact with the Accounts Receivable and credit department.

• Managing Accounts Receivable

• Understanding the implications of credit decisions and policy

• Accounts Receivable analysis

• Collection techniques

• Adopting efficient billing techniques

• Preparing accounts receivable aging report

• Monetizing accounts receivable

• Utilizing Excel functions

Course content

Course outline

Credit Policies Management

- Credit department responsibility
- Factors affecting credit policies
- The five Cs of credit
- Non-financial factors affecting credit decisions

Outline of a credit policy

- Credit department mission
- Credit department objectives
- Roles and responsibilities
- Procedures
- Measuring results
- Reviewing new accounts
- Re-evaluating existing accounts
- Financial statements: What to look for
- Analyzing selected financial ratios
- Setting the credit limit
- Establishing a profitable relationship with the customer
- Meeting the needs of the customer

The Billing Process

- An efficient billing process means faster collection
- Preventing the fatal mistake: Sending the bill with errors

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- The use of technology
- Impact of up-front operations on billing
- Best practices in billing

You Made the Sale; Now Collect Your Money

- Cash: It is worth your efforts
- Tips, techniques, and guidelines for faster collection
- Importance of setting a collection policy
- Using different collection approaches
- Strategies in dispute management
- Best practices in collection
- Accounts Receivable factoring, pledging, and assignment

The Relationship Between Sales and Credit

- Breaking the ice
- Maintaining credit sales relationships
- Improving relationships with sales
- Customers not meeting credit standards
- Role of sales in issuing credit and in collection

Accounts Receivable Process Analysis

- Improving the quality of Accounts Receivable
- Aging of Accounts Receivable and bad-debt reserves
- Alternatives to computing bad-debt

Course content

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- Reducing bad-debt write-offs
- Calculating Accounts Receivable turnover
- Calculating Days Sales Outstanding (DSO)
- Calculating Best Possible Days Sales Outstanding (BPDSO)
- Collection Effectiveness Index (CEI)
- Analyzing the operating and cash cycles
- Managing AR through portfolio strategy
- Analyzing the size, composition, and complexity of the AR portfolio
- Segmenting the portfolio
- Formulating an approach for specific segments

Staying in Control

- Internal controls in AR processes
- AR and the monthly closing of accounts
- Outsourcing of Accounts Receivable functions
- AR and working capital management
- Factoring of accounts receivable

Seminar dates

Available seminar dates

Live dates and pricing for Certified Accounts Receivable Professional generated from the course details page.

Date	Location	Format	Fee
17 - 21 August 2026	Kuala lumpur - Malaysia	Classroom	**€2,250.-**
21 - 25 September 2026	Barcelona - Spain	Classroom	**€3,850.-**
19 - 23 October 2026	London - U.K	Classroom	**€4,200.-**
2 - 6 November 2026	Munich - Germany	Classroom	**€3,450.-**
21 - 25 December 2026	Amsterdam - Netherlands	Classroom	**€4,250.-**

Live online option	Online delivery is available at €1,850.-.