Accounts Receivable: Planning, Organizing & Achieving Best Practice

MF159

Course Overview:

The management of the accounts receivables (debtors) of an organization is essentially just one aspect of the management of the cash flow of that organization. Since organizations cannot survive without adequate cash flows, it follows that the management of accounts receivable is a vital aspect of cash flow management.

Course Objective:

-Actively deal with the fundamentals of accounts payable, financial accounting, and supply chain.
-Understand and apply the fundamentals of accounts payable systems.
-Review payment methods and manage and comment on cash.
-The analysis of the need to merge and enter risk and uncertainty within the analysis of accounts payable.
-Learn best practices in all industries.

Course Outline:

-Accounts Receivable
-Working capital and cash management
-Cash management and the bank facility
-Understanding “the cost of credit”
-Accounts receivable and effective customers service
-Customers and Trading Terms
-Terms of trading
-Customer credit evaluation
-Trend analysis
-Developing effective strategies to maximize cash collection
-Customer sensitive collection strategies
-Collection techniques and letter cycle
-Collection Tools and Techniques
-Eliminating barriers to payment
-Good practice in billing management
-Negotiation skills for successful collections
-Managing the Receivables Ledger
-Developing effective internal relationships to maximize performance
-Setting targets and tracking performance
-Latest developments in accounts receivable

Who Should Attend:

Accounts Receivable Managers, Revenue Accountants, Billing and Collection Officers,Specialists and Professional accounting and finance staff who interact with Accounts Receivable Operators.

Training Language:

Eng/Ar

Training Methodology:

-Presentation & Slides
-Audio Visual Aids
-Interactive Discussion
-Participatory Exercise
-Action Learning
-Class Activities
-Case Studies
-Workshops
-Simulation

Venue | Date | Fees

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