

**Course Overview:**

This Training course provides delegates with the skills necessary to maximise the cash collection effort of their organization. Cash is the lifeblood of enterprise. Its sourcing and management comprise the single most important endeavour in business.

**Course Objective:**

- The role of effective Revenue Collection
- The importance of effective billing management processes and the impact of the new VAT legislation
- Key collection tools, tips and techniques
- How to develop effective collection strategies
- How to maximise revenue collection team performance

**Course Outline:**

- Introduction to financial accounting and revenue collection.
- Accounting theories and fundamentals.
- Elements of the accounting system for revenue collection.
- Double entry method and budget equation
- Accounting tab and documentary components in revenue collection.
- Balance of audit of revenues and expenses
- Cash flows and analysis.
- Closing accounts and preparing final accounts for revenues.
- Developing skills related to written and oral reporting on revenues.
- The quality of information that helps in revenue collection.
- Presenting the latest developments in the field of collection and maturity.
- Key Collection Tools and Techniques
- Developing Effective Strategies to Maximise Cash Collection

**Who Should Attend:**

- Collections Team Leaders & Senior Supervisors
- Accounts Receivable and Credit Team
- Billing Team
- Accountants
- Financial Controllers

**Training Language:**

Eng/Ar

**Training Methodology:**

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