aractech

Global Learning for Operational Leaders

ACCOUNTING AND FINANCE

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.

Course Methodology

• 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.

Course Objectives

• 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

Target Audience

• 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.

• Target Competencies

• Managing Accounts Receivable

• Understanding the implications of credit decisions and policy

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Course outline

Detailed course outline

Module-by-module outline for Certified Accounts Receivable Professional.

Module 1 - Credit Policies Management

• Credit department responsibility

• Factors affecting credit policies

• The five Cs of credit

• Non-financial factors affecting credit decisions

Module 2 - Outline of a credit policy

• Credit department mission

• Credit department objectives

• Roles and responsibilities

• Procedures

• Measuring results

• Reviewing new accounts

Module 3 - The Billing Process

• An efficient billing process means faster collection

• Preventing the fatal mistake: Sending the bill with errors

• The use of technology

• Impact of up-front operations on billing

• Best practices in billing

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Module 4 - 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

Module 5 - 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

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Seminar dates

Available seminar dates

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

Date	Location	Format	Fee
18 - 22 May 2026	Barcelona	Classroom	**€2,695**
22 - 26 June 2026	Frankfurt	Classroom	**€2,275**
13 - 17 July 2026	Rome	Classroom	**€2,975**
17 - 21 August 2026	Kuala lumpur	Classroom	**€1,575**
21 - 25 September 2026	Barcelona	Classroom	**€2,695**
19 - 23 October 2026	London	Classroom	**€2,940**
2 - 6 November 2026	Munich	Classroom	**€2,415**

Live online option	Online delivery is available at €1,250.