



## Accounts Receivable and Credit Policies Management Training

### Description

#### Objectives:

- Define the function of Accounts Receivable (AR) and its role in organizations.
- Run the Accounts Receivable process more efficiently.
- Apply tools and techniques to effectively monitor AR performance.
- Develop effective credit policies that meet company's objectives.

#### The Content:

##### Day One:

#### Credit Policies Management

- Setting Credit Policies
- Approving the Credit
- Developing Credit Controls
- The Need for Accounts Receivable
- The Level of Accounts Receivable Companies Should Have

##### Day Two:

#### The Billing Process

- Efficient Billing Process Means Faster Collection
- Preventing the Fatal Mistake: Sending the Bill with Errors
- The Use of Technology

##### Day Three:

#### You Made the Sale, It's time to Collect your Money

- Cash: It's Worth your Efforts

- Techniques for Faster Collection
- Payment Processing Options

#### **Day Four:**

#### **The Relationship Between Sales and Credit**

- Developing Good Working Relationships Between the Two Departments
- Involving Sales in the Collection Effort

#### **Day Five:**

#### **Accounts Receivable Process Analysis**

- Best Practices in Accounts Receivable (AR)
  - AR Process Improvement
  - Improving Quality of Accounts Receivable
  - Aging of Accounts Receivable and Bad Debts Reserves
  - Alternatives in Computing Bad Debt
  - Reducing Bad Debt Write-Offs
  - Calculating Accounts Receivable Turnover
  - Calculating Days Sales Outstanding (DSO)
  - Collection Effectiveness Index (CEI)
  - Analyzing the Operating and Cash Cycle
- www.acculearn.co.uk