

Accounts Receivable Planning, Organizing & Best Practices

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Riyadh (KSA)

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Accounts Receivable Planning, Organizing & Best Practices

R2022020200232196000129 Location: Riyadh (KSA) Fees: 4200 GBP

Why This Course

Effective accounts receivable AR management plays a vital role in maintaining healthy cash flow and supporting an organization's financial stability. Poorly managed receivables can lead to delayed payments, increased financial risk, and strained customer relationships. By implementing structured credit policies, efficient billing procedures, and effective collection strategies, organizations can significantly improve liquidity and financial performance.

This intensive 5-day program is designed to help finance professionals strengthen their accounts receivable processes through practical strategies and industry best practices. Participants will learn how to manage credit risk, streamline billing and collection activities, and implement strong internal controls. Through real-world examples and practical exercises, the course equips participants with the tools needed to optimize receivables management and support better financial decision-making.

What You'll Learn and Practice

By participating in this program, you will:

- Develop a structured and strategic approach to accounts receivable management.
- Apply effective credit evaluation and risk assessment techniques.
- Improve billing and collection processes to strengthen cash flow.
- Implement internal controls to reduce errors and prevent fraud.
- Use technology and automation to enhance receivables operations.
- Analyze receivable data to support financial planning and decision-making.

The Program Flow

Day 1: Foundations of Accounts Receivable Management

- Understanding the full accounts receivable cycle and its role in financial operations.
- Identifying key performance indicators used to monitor receivable performance.
- Developing clear accounts receivable policies and procedures.
- Aligning receivable management with broader organizational objectives.

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A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver, set against a background of concentric circles.

Day 2: Credit Management and Risk Assessment

- Applying effective credit evaluation techniques and tools.
- Developing and implementing credit scoring systems.
- Managing customer credit limits and payment terms.
- Implementing strategies to minimize credit and payment risks.

Day 3: Optimizing Billing and Collection Processes

- Implementing best practices for accurate and timely invoicing.
- Designing structured collection strategies to improve payment performance.
- Managing disputes, deductions, and customer payment issues.
- Using technology to improve billing and collection efficiency.

Day 4: Internal Controls and Fraud Prevention

- Establishing strong internal control frameworks for receivable processes.
- Implementing segregation of duties to reduce operational risks.
- Identifying potential fraud risks and implementing prevention measures.
- Conducting accounts receivable audits to ensure process integrity.

Day 5: Technology and Reporting in Accounts Receivable

- Evaluating and selecting accounts receivable management software.
- Automating billing, collections, and reconciliation processes.
- Developing meaningful reports and dashboards for receivable monitoring.
- Using data analytics to improve receivable performance and forecasting.

Individual Impact

- Strengthen expertise in credit management and receivable control.
- Improve analytical skills for evaluating customer payment behavior.
- Gain practical knowledge of modern receivable management technologies.
- Develop stronger financial communication and collection strategies.

Work Impact

- Improve cash flow and liquidity through efficient receivable processes.
- Reduce financial risk by strengthening credit management practices.
- Increase operational efficiency through automation and technology adoption.
- Support better financial planning through improved receivable reporting.

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A graphic illustration of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. The board is checkered, and there are concentric circles in the background.

Training Methodology

This program combines financial management frameworks with practical learning activities to ensure participants gain applicable skills. Training methods include:

- Interactive workshops and guided discussions.
- Case studies focused on credit management and receivable optimization.
- Group exercises on billing process improvement and collection strategies.
- Technology demonstrations related to receivable automation tools.
- Practical templates and tools for accounts receivable reporting and analysis.

Beyond the Course

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

- Implement effective accounts receivable policies and procedures.
- Strengthen credit evaluation and risk management processes.
- Improve billing accuracy and collection performance.
- Use reporting and analytics to monitor and optimize receivable performance.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver, set against a background of concentric circles.

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