



Accounts Receivable and Credit Policies Management



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Meirc
Training & Consulting

Why Attend

A sizable share of a company's working capital is tied up in Accounts Receivable (AR) and this poses 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 in addition to introducing Excel in managing accounts receivable. The course also features role playing and presentations by participants.

Course Objectives

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

- 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 effectively monitor AR performance

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 effectively
- Understanding the implications of credit decision and policy
- Performing accounts receivable analysis
- Analyzing different collection techniques
- Adopting efficient billing techniques
- Preparing accounts receivable aging report
- Monetizing accounts receivable
- Utilizing Excel functions

Course Outline

- Credit policies management
 - Credit department responsibility
 - Factors affecting credit policies
 - The five Cs of credit
 - Non-financial factors affecting credit decision
 - Outline of a credit policy
 - Credit department mission
 - Credit department objectives
 - Roles and responsibilities
 - Procedures
 - Measuring results
 - Review new accounts
 - Re-evaluate existing accounts
 - Financial statements: what to look for
 - Analyzing selected financial ratios
 - Setting the credit limit



- Establishing a profitable relationship with the customer
- Meeting the needs of the customer
- 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
- 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
 - Accounts receivable factoring, pledging and assignment
- The relationship between sales and credit
 - Breaking the ice
 - Maintaining credit sales relationship
 - Role of sales in issuing credit and in collection
- Accounts receivable process analysis
 - Improving the 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)
 - Calculating Best Possible Days Sales Outstanding (BPDSO)
 - Collection Effectiveness Index (CEI)
 - Analyzing the operating and cash cycles
 - Managing AR through portfolio strategy
 - Analyzing the size, composition and complexity of the AR portfolio
 - Segmenting the portfolio
 - Formulating an approach for specific segments
- Staying in control
 - Internal controls in AR processes
 - AR and the monthly closing of accounts
 - Outsourcing of accounts receivable functions



Associations

National Association of State Boards of Accountancy (NASBA) : Meirc Training & Consulting is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website www.learningmarket.org



Location & Date

15 - 19 Sep, 2019	Arabic	Dubai	Media Rotana
8 - 12 Dec, 2019	English	Dubai	Media Rotana

Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019 US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

This course is worth 25 NASBA CPEs.



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
9 - 13 Jun, 2019	Certificate in Advanced Financial Modeling	English	Dubai	US\$ 5100
9 - 13 Jun, 2019	Finance for Non-Finance Professionals	English	Dubai	US\$ 4800
16 - 20 Jun, 2019	Accounts Payable: Accounting and Management Best Practices	Arabic	Dubai	US\$ 4800
16 - 20 Jun, 2019	Effective Budgeting and Cost Control	English	Dubai	US\$ 4800
23 - 27 Jun, 2019	Advanced Excel: Power Query, Power Pivots and Macros	English	Dubai	US\$ 4800
23 - 27 Jun, 2019	Financial Accounting and Reporting	English	Dubai	US\$ 4800
30 Jun - 4 Jul, 2019	Advanced Financial Analysis	Arabic	Dubai	US\$ 4800
7 - 11 Jul, 2019	Certified Financial Manager	English	Dubai	US\$ 5100
7 - 11 Jul, 2019	Efficient Finance and Accounting Operations: 2019 Best Practices and Updates	Arabic	Dubai	US\$ 4800
14 - 18 Jul, 2019	Certificate in Advanced Budgeting and Forecasting	Arabic	Dubai	US\$ 5100
14 - 18 Jul, 2019	International Financial Reporting Standards (IFRS) and 2019 Updates	Arabic	Dubai	US\$ 4800
14 - 18 Jul, 2019	Next Generation Excel: Advanced Business and Financial Reporting	English	Dubai	US\$ 4800
21 - 25 Jul, 2019	Fast Closing Monthly and Year-End Accounts	English	Dubai	US\$ 4800
21 - 25 Jul, 2019	Forecasting and Analyzing Cash Flow	English	Dubai	US\$ 4800
28 Jul - 1 Aug, 2019	Financial Modeling Workshop Using Excel	English	Dubai	US\$ 4800
4 - 8 Aug, 2019	Finance for Non-Finance Professionals	English	Dubai	US\$ 4800
4 - 8 Aug, 2019	Financial Accounting and Reporting	Arabic	Dubai	US\$ 4800
25 - 29 Aug, 2019	Advanced Financial Analysis	English	Istanbul	US\$ 4800
1 - 5 Sep, 2019	Accounting for Non-Accountants	Arabic	Dubai	US\$ 4800
1 - 5 Sep, 2019	Dynamic Business Reports and Dashboards Using Excel	English	Dubai	US\$ 4800
4 - 6 Sep, 2019	Advanced Financial Analysis: A Hands-On Workshop	English	Beirut	US\$ 3600
8 - 12 Sep, 2019	Corporate Finance Workshop	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Efficient Finance and Accounting Operations: 2019 Best Practices and Updates	English	Abu Dhabi	US\$ 4800
8 - 12 Sep, 2019	Financial Analysis Workshop	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Payroll: Preparation, Analysis and Management	English	Dubai	US\$ 4800



Courses in Accounting and Finance

Dates	Course Name	Language	Location	Fees
15 - 19 Sep, 2019	International Financial Reporting Standards (IFRS) and 2019 Updates	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Professional Skills for Finance and Accounting	English	Istanbul	US\$ 4800
22 - 26 Sep, 2019	Certificate in Accounting and Financial Control	English	Dubai	US\$ 5100
22 - 26 Sep, 2019	Financial Acumen: Roadmap to Business Success	English	Dubai	US\$ 4800
29 Sep - 3 Oct, 2019	Certificate in Treasury and Cash Management	English	Riyadh	US\$ 5100
29 Sep - 3 Oct, 2019	Management Reporting for Business Performance Review	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Advanced Financial Analysis	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Effective Budgeting and Cost Control	Arabic	Dubai	US\$ 4800
6 - 10 Oct, 2019	Preparing Financial Statements and the Annual Report	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Certificate in Modern Accounting and Finance Operations	English	Dubai	US\$ 5100
13 - 17 Oct, 2019	Fast Closing Monthly and Year-End Accounts	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Next Generation Excel: Advanced Business and Financial Reporting	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Accounts Payable: Accounting and Management Best Practices	Arabic	Riyadh	US\$ 4800
20 - 24 Oct, 2019	Financial Accounting and Reporting	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Financial Forecasting: Tools and Techniques	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Managing the Collections and Credit Control Team 	English	Dubai	US\$ 4800
27 - 31 Oct, 2019	Finance for Non-Finance Professionals	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Certificate in Treasury and Cash Management	English	Dubai	US\$ 5100
3 - 7 Nov, 2019	Trade Finance, Letters of Credit and Bank Guarantees	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Certificate in Advanced Budgeting and Forecasting	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Certificate in Advanced Financial Modeling	English	Dubai	US\$ 5100
10 - 14 Nov, 2019	Certificate in International Financial Reporting Standards (CertIFR): Preparation Course	English	Dubai	US\$ 5100



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Dates	Course Name	Language	Location	Fees
10 - 14 Nov, 2019	Payroll: Preparation, Analysis and Management	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Accounts Payable: Accounting and Management Best Practices	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	Advanced Financial Analysis	Arabic	Dubai	US\$ 4800
17 - 21 Nov, 2019	Certificate in Fixed Assets Accounting and Management	English	Dubai	US\$ 5100
24 - 28 Nov, 2019	Advanced Excel: Power Query, Power Pivots and Macros	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	Finance for Non-Finance Professionals	Arabic	Dubai	US\$ 4800
24 - 28 Nov, 2019	Forecasting and Analyzing Cash Flow	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Efficient Finance and Accounting Operations: 2019 Best Practices and Updates	English	Dubai	US\$ 4800
8 - 12 Dec, 2019	International Financial Reporting Standards (IFRS) and 2019 Updates	Arabic	Dubai	US\$ 4800
8 - 12 Dec, 2019	Professional Skills for Finance and Accounting	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Accounting and Finance Policies and Procedures	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Advanced Financial Analysis	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Effective Budgeting and Cost Control	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Certificate in Cost Analysis, Control and Optimization	English	Dubai	US\$ 5100
22 - 26 Dec, 2019	Finance for Non-Finance Professionals	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Financial Accounting and Reporting	Arabic	Dubai	US\$ 4800



Meirc Timeline

