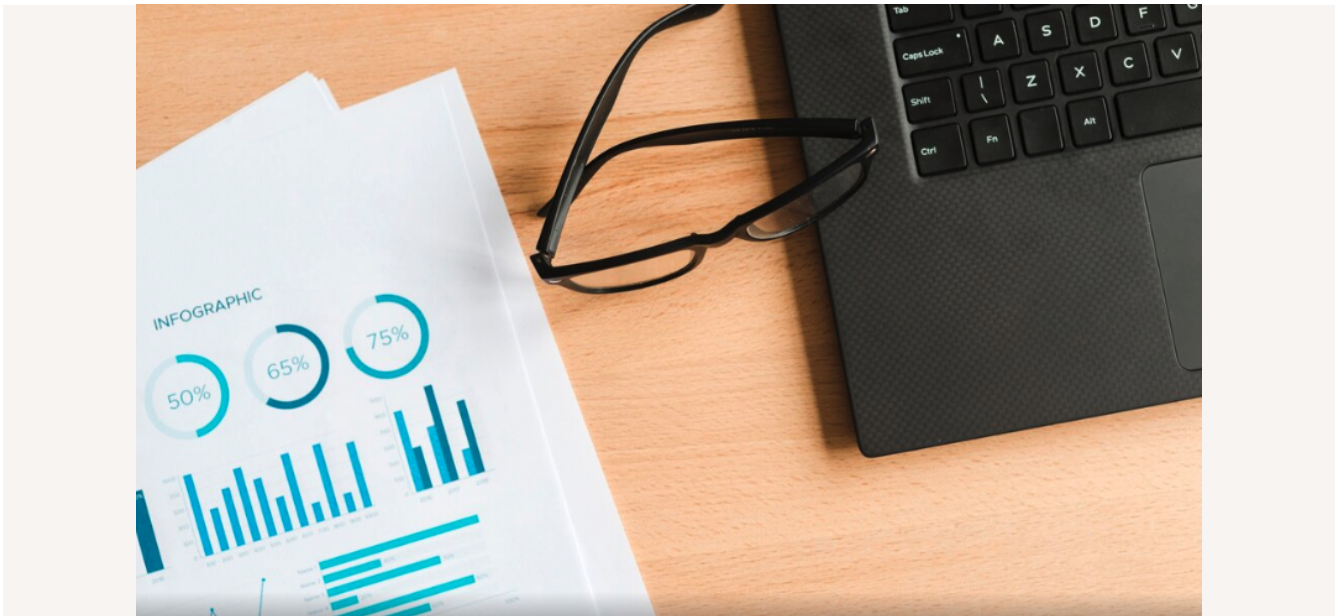


Certified Accounts Receivable Professional

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

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.

Why Attend

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.

Who Should Attend

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.

— Learning 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

Course Outline

DAY
1

Credit Policies Management

- Credit department responsibility
- Factors affecting credit policies
- The five Cs of credit
- Non-financial factors affecting credit decisions

DAY
2

Outline of a credit policy

- Credit department mission
- Credit department objectives
- Roles and responsibilities
- Procedures
- Measuring results
- Reviewing new accounts
- Re-evaluating 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

DAY
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

DAY
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
- Accounts Receivable factoring, pledging, and assignment

DAY
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
- Day 6: Accounts Receivable Process Analysis
- Improving the quality of Accounts Receivable
- Aging of Accounts Receivable and bad-debt reserves
- Alternatives to 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
- Day 7: Staying in Control
- Internal controls in AR processes
- AR and the monthly closing of accounts
- Outsourcing of Accounts Receivable functions
- AR and working capital management
- Factoring of accounts receivable

— Upcoming Classroom Dates

DATE	LOCATION	FEE
19 - 23 October 2026	London - United Kingdom	€2,100
2 - 6 November 2026	Munich - Germany	€1,725
21 - 25 December 2026	Amsterdam - Netherlands	€2,125
18 - 22 January 2027	Barcelona - Spain	€1,925
15 - 19 February 2027	Frankfurt - Germany	€1,625
15 - 19 March 2027	Rome - Italy	€2,125
19 - 23 April 2027	Kuala Lumpur - Malaysia	€1,400
17 - 21 May 2027	Barcelona - Spain	€1,925

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.