



Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

Accounts Receivable

Planning, Organising and Achieving Best Practice

27 Jun - 01 Jul 2021, Dubai
21 - 25 Nov 2021, Dubai



[View Details](#)

Accounts Receivable

Planning, Organising and Achieving Best Practice

INTRODUCTION

This Accounts Receivable training course provides businesses and other organizations with a strong sense of where they stand against industry leaders and shows them how to take their services and organizational processes to state of the art levels.

Documented strategies and tactics employed by highly admired companies are presented both successful and unsuccessful to illustrate the real world functionality of each process and approach.

By attending this EuroMaTech event, delegates will understand:

- The importance of credit to the company and the economy
- The “cost of credit” and its impact on company profitability
- Practical steps that reduce bad debt losses and “uncollectible” debtors
- How to use different tools and techniques to maximize cash collection effort
- How to effectively manage cash and working capital to reduce costs and improve cash flow
- How leading companies from across the globe are achieving best practice in Accounts Receivable

WHO SHOULD ATTEND?

This Accounts receivable training course provides a user-friendly environment to develop the knowledge and techniques related to accounts receivable that are valuable for:

- Finance Executives and Professionals
- Accountants
- Accounts Receivable Managers
- Accounts Receivable Supervisors
- Accounts Receivable Personnel
- Others who are working within accounts receivable process or who wish to develop a practical toolkit to complement their existing professional or technical skills

PROGRAMME OBJECTIVES

This Accounts Receivable training course aims to enable participants to achieve the following objectives:

- Work effectively with the fundamentals of accounts receivable, financial
- Accounting and working capital optimisation
- Understand and apply the fundamentals of Accounts Receivable systems
- Review and comment on collection methods and cash management
- Analyse the need to incorporate risk and uncertainty in to accounts receivable analysis
- Identify best practice across all industries

TRAINING METHODOLOGY

This EuroMaTech training course will provide the theoretical background and techniques that underpin the organisation and management of accounts payable and its related functions. It will provide a real world practical context by incorporating worked examples and case studies that delegates will see how theory applies in practice and can discuss the various issues raised.

PROGRAMME SUMMARY

The management of the accounts receivables (debtors) of an organisation is essentially just one aspect of the management of the cash flow of that organisation. Since organisations cannot survive without adequate cash flows, it follows that the management of accounts receivable is a vital aspect of cash flow management. This Accounts Receivable training course provides for you a deep and detailed introduction to modern accounts receivables and their management.

PROGRAM OUTLINE

DAY 01

An introduction to Accounts Receivable

- Working Capital and Cash Management
- Understanding “*the cost of credit*”
- The ‘order to cash’ process
- Understanding “*risk*” in “*credit*”
- Accounts Receivable and effective customer service
- Identifying under-performing areas to increase customer satisfaction

DAY 2

Customers and trading terms

- Terms of trading
- Tools and techniques of financial analysis: *ratios; trends; common size analysis*
- The best performance measure – *cash or profit?*
- Financial distress and the Altman’s Z score-type analyses
- Trend analysis
- Value added analysis of financial statement

DAY 3

Developing effective strategies to maximise cash collection

- Identifying effective “*pre-delinquency*” collection campaigns
- Defining “*post-delinquency*” activities
- Customer sensitive collection strategies
- Collection techniques and letter cycles
- Appropriate internal and external escalation steps
- Using work flow management to maximize collector performance

DAY 4

Practical collection tools and techniques

- Eliminating barriers to payment
- Recognizing excuses and delaying tactics
- Providing solutions to non-payment
- Telephone collection techniques
- Negotiation skills for successful collections
- Building relationships with customers

DAY 5

Managing the Receivables Ledger

- Developing effective internal relationships to maximize performance
- Setting targets and tracking performance
- Managing information that dazzles
- Defining meaningful KPI's
- Latest Developments in Accounts Receivable

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

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✓	Date	Venue	Fee(\$)
	27 Jun - 01 Jul 2021	Dubai	US\$4,950
	21 - 25 Nov 2021	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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