GLOBAL HORIZON PLUS
TRAINING CENTER



Advanced Accounts Receivable Management

Amman (Jordan) -

03-01-2027

Advanced Accounts Receivable Management

Course code: PM475 From: 03-01-2027 Venue: Amman (Jordan) - Course Fees: 3100 £

Introduction

This course provides participants with advanced knowledge and practical skills in managing accounts receivable, improving collection processes, controlling credit risks, and maintaining healthy cash flow. It focuses on effective receivables management strategies, customer credit assessment, overdue account recovery, and financial reporting.

Objectives

By the e of this course, participants will be able tndo:

- Develop effective accounts receivable management strategies.
- Improve customer credit assessment and credit control.
- Strengthen collection procedures and reduce overdue balances.
- Monitor receivables and minimize bad debts.
- Improve cash flow and working capital management.

Target Audience

- Accounts Receivable Managers and Supervisors.
- Finance and Accounting Professionals.
- Credit Control Officers.
- Financial Controllers.
- Collection Officers.
- Treasury and Finance Managers.

Course Outline

Day 1

Advanced Accounts Receivable Principles

- Accounts receivable management fundamentals.

- Receivables policies and procedures.
- Customer account management.
- Internal controls and documentation.

Day 2

Credit Risk Assessment and Management

- Customer credit evaluation.
- Credit limits and payment terms.
- Credit risk identification and monitoring.
- Managing high-risk customer accounts.

Day 3

Collection Strategies and Overdue Accounts

- Effective collection techniques.
- Managing overdue invoices.
- Dispute resolution and payment follow-up.
- Bad debt prevention and recovery.

Day 4

Receivables Reporting and Reconciliation

- Accounts receivable aging analysis.
- Customer account reconciliation.
- Allowance for doubtful accounts.
- Receivables performance reporting and KPIs.

Day 5

Cash Flow Optimization and Performance Improvement

- Working capital management.
- Improving collection efficiency.

- Cash flow forecasting.
- Practical case studies and best practices.