GLOBAL HORIZON PLUS
TRAINING CENTER



Best Practices in Billing, Invoicing and Collections

Cairo - InterContinental Cairo Semiramis

10-01-2027

Best Practices in Billing, Invoicing and Collections

Course code: JV476 From: 10-01-2027 Venue: Cairo - InterContinental Cairo Semiramis 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 end of this course, participants will be able to:

- 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.