



Consulting and Training | Reach New Heights

Course Name

Accounts Receivable: Planning, Organizing and Achieving Best Practices

Sector Name

Finance, Accounting and Banking

Document Type

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Accounts Receivable: Planning, Organizing and Achieving Best Practices

Course Introduction

Accounts Receivable (AR) is a critical financial function that directly impacts cash flow, liquidity, customer relationships, and overall financial performance. While basic AR activities focus on invoicing and collections, achieving best practice requires structured planning, effective organization, strong internal controls, and proactive management of receivables and customer credit.

In response to these evolving demands, **BOOST** has developed the Accounts Receivable: Planning, Organizing, and Achieving Best Practices course for professionals who already have experience in accounts receivable or finance and are ready to move beyond transactional processing toward a more strategic and controlled approach. This intermediate-level program focuses on enhancing participants' ability to plan AR activities, organize processes and responsibilities, and align receivables management with broader financial and business objectives.

The course emphasizes how best-practice AR management improves cash flow, reduces credit risk, strengthens customer relationships, and supports audit readiness and compliance. Participants explore policies, procedures, performance measures, and improvement

techniques that enable AR functions to operate efficiently, consistently, and transparently.

Through structured explanations, applied examples, and practical discussions, participants develop the skills and confidence needed to manage accounts receivable operations effectively and contribute to sustainable financial performance.

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Target Audience

- ✓ Accounts receivable officers and supervisors
- ✓ Finance and accounting professionals
- ✓ Credit control and collections staff
- ✓ Finance operations and shared services professionals
- ✓ Financial controllers and assistant controllers
- ✓ Internal audit and compliance staff supporting finance
- ✓ Professionals preparing for supervisory or managerial roles in AR

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Learning Objectives

- ✓ Understand best-practice principles in accounts receivable management
- ✓ Plan and organize accounts receivable activities effectively
- ✓ Strengthen governance, controls, and accountability within AR processes
- ✓ Improve efficiency and consistency of invoicing and collection workflows
- ✓ Manage customer credit and receivable risks proactively
- ✓ Support cash flow forecasting and working capital optimization
- ✓ Use performance indicators to monitor and improve AR operations
- ✓ Contribute to continuous improvement and audit readiness initiatives

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Accounts Receivable: Planning, Organizing and Achieving Best Practices

Course Outline

✓ DAY 01

Accounts Receivable Best Practice and Strategic Role

- ✓ Evolution of accounts receivable toward best practice
- ✓ Role of AR in cash flow and financial governance
- ✓ Aligning AR objectives with organizational strategy
- ✓ Key challenges and risks in AR management
- ✓ Overview of AR best-practice frameworks
- ✓ Roles and responsibilities within the AR function

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Course Outline

✓ Day 02

Planning Accounts Receivable Operations

- ✓ Planning AR workloads and transaction volumes
- ✓ Structuring invoicing cycles and timelines
- ✓ Integrating AR planning with sales and finance processes
- ✓ Managing resources and capacity within AR teams
- ✓ Establishing clear policies and service standards
- ✓ Planning for peak periods and exceptions

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Course Outline

✓ Day 03

Organizing AR Processes and Internal Controls

- ✓ Designing efficient AR workflows
- ✓ Invoicing accuracy and documentation standards
- ✓ Credit approval and customer master data controls
- ✓ Segregation of duties and authorization structures
- ✓ Managing disputes, adjustments, and credit notes
- ✓ Strengthening compliance and control effectiveness

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Course Outline

✓ Day 04

Performance Management, Credit Risk, and Collections

- ✓ Monitoring AR performance and productivity
- ✓ Key performance indicators for AR best practice
- ✓ Credit risk assessment and management
- ✓ Collections strategies and customer communication
- ✓ Aging analysis and receivables monitoring
- ✓ Supporting internal and external audits

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Course Outline

✓ Day 05

Continuous Improvement and Best-Practice Achievement

- ✓ Assessing effectiveness of AR processes
- ✓ Identifying improvement and optimization opportunities
- ✓ Introduction to automation and process enhancement concepts
- ✓ Managing change within AR functions
- ✓ Sustaining best practices through policies and training
- ✓ Developing an AR best-practice action plan

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	Spain , Madrid
June 14, 2026	June 18, 2026	5 days	4250.00 \$	KSA , Al Khobar
July 20, 2026	July 24, 2026	5 days	4250.00 \$	UAE , Dubai
Oct. 5, 2026	Oct. 9, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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