



Consulting and Training | Reach New Heights

Course Name

Certified Accounts Receivable Professional

Sector Name

Finance, Accounting and Banking

Document Type

Generated by Boostlab

[**Click Here To Visit Course**](#)

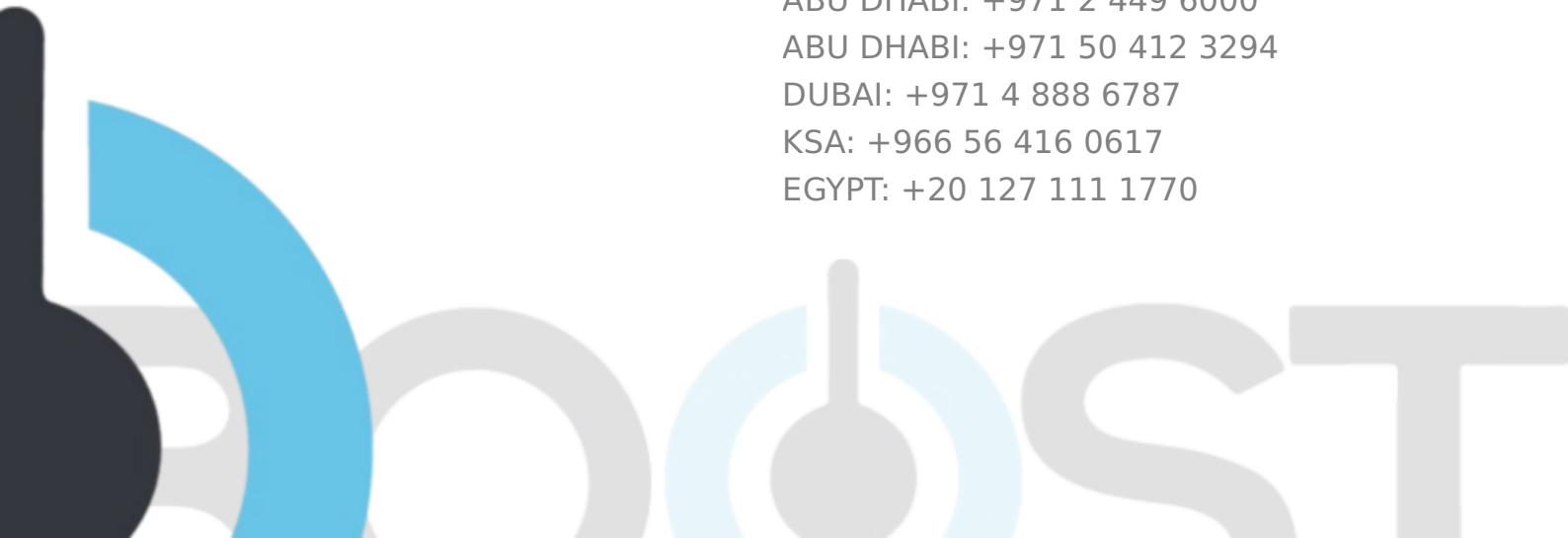
ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770



Certified Accounts Receivable Professional

Course Introduction

Accounts receivable (AR) is a critical function that directly impacts an organization's cash flow, liquidity, profitability, and customer relationships. Effective AR management ensures timely invoicing, accurate collections, reduced overdue balances, and controlled credit risk—supporting sustainable business growth and financial stability.

To strengthen professional capability in this area, **BOOST Consulting & Training** has developed the Certified Accounts Receivable Professional program. This course equips participants with practical skills and proven tools to manage the receivables cycle efficiently and professionally.

The program covers end-to-end AR processes including customer onboarding, credit assessment, invoicing, collections, dispute resolution, receivables reconciliation, reporting, and internal controls. Participants will learn how to improve AR performance through best practices in credit control, aging management, collection strategies, and customer communication—while maintaining compliance, documentation standards, and strong financial discipline.

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)

BOOST

Certified Accounts Receivable Professional

Target Audience

- ✓ Accounts receivable officers and AR specialists
- ✓ Credit controllers and collection officers
- ✓ Finance and accounting supervisors
- ✓ Billing and invoicing staff
- ✓ Finance managers overseeing receivables functions
- ✓ Customer service staff involved in dispute resolution
- ✓ Professionals transitioning into AR or credit management roles

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To Visit Course](#)



Certified Accounts Receivable Professional

Learning Objectives

- ✓ Understand the full accounts receivable cycle and AR's impact on cash flow
- ✓ Apply best practices in customer setup, credit terms, and receivable policies
- ✓ Improve invoice accuracy and billing efficiency to reduce disputes and delays
- ✓ Analyze AR aging reports and prioritize collection actions effectively
- ✓ Apply professional collection techniques, negotiation skills, and structured follow-up planning
- ✓ Manage disputes, deductions, and claims using consistent resolution approaches
- ✓ Perform AR reconciliations and ensure accurate receivables reporting
- ✓ Strengthen internal controls to reduce errors, fraud risk, and uncollectible balances
- ✓ Measure AR performance using KPIs such as DSO, CEI, aging buckets, and collection ratios

Certified Accounts Receivable Professional

Course Outline

✓ DAY 01

Accounts Receivable Fundamentals and AR Cycle Overview

- ✓ Role of accounts receivable in financial performance
- ✓ Overview of the end-to-end AR cycle
- ✓ Link between AR, cash flow, and working capital
- ✓ Key AR documents and process flow
- ✓ Common AR challenges and risk areas
- ✓ Introduction to AR performance indicators

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Certified Accounts Receivable Professional

Course Outline

✓ Day 02

Credit Management, Customer Risk Assessment, and AR Policies

- ✓ Importance of credit management in AR control
- ✓ Customer onboarding and credit evaluation
- ✓ Setting credit limits and payment terms
- ✓ Developing and enforcing AR and credit policies
- ✓ Monitoring customer credit exposure
- ✓ Handling high-risk and overdue accounts

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Certified Accounts Receivable Professional

Course Outline

✓ Day 03

Invoicing and Billing Procedures

- ✓ Generating accurate invoices and documentation requirements
- ✓ Billing cycles, schedules, and automation tools
- ✓ Handling disputes, adjustments, and credit notes
- ✓ Ensuring compliance with tax and regulatory requirements
- ✓ Best practices for efficient invoicing and customer communication

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To visit Course](#)



Certified Accounts Receivable Professional

Course Outline

✓ Day 04

Collections Strategies, Negotiation, and Overdue Recovery Techniques

- ✓ Structured collection process and follow-up planning
- ✓ Communication techniques for effective collections
- ✓ Negotiation skills for payment commitments
- ✓ Escalation strategies for long-overdue accounts
- ✓ Legal considerations and use of external collection agencies
- ✓ Maintaining customer relationships while enforcing payment discipline

ABU DHABI: +971 2 449 6000

ABU DHABI: +971 50 412 3294

DUBAI: +971 4 888 6787

KSA: +966 56 416 0617

EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Certified Accounts Receivable Professional

Course Outline

✓ Day 05

AR Reconciliation, Reporting, Controls, and AR Performance Improvement

- ✓ Reconciling receivables and resolving ledger discrepancies
- ✓ Preparing AR aging and performance reports
- ✓ Key AR KPIs: DSO, CEI, aging analysis, and collection effectiveness
- ✓ Internal controls in the AR process and segregation of duties
- ✓ Fraud risks and prevention in receivables
- ✓ Continuous improvement strategies for AR performance

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)



Certified Accounts Receivable Professional

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 23, 2027	May 27, 2027	5 days	4250.00 \$	KSA , Riyadh
Nov. 1, 2026	Nov. 5, 2026	5 days	2150.00 \$	Virtual , Online
Aug. 30, 2027	Sept. 3, 2027	5 days	4950.00 \$	Turkey , Istanbul
April 5, 2027	April 9, 2027	5 days	4250.00 \$	UAE , Dubai

ABU DHABI: +971 2 449 6000
ABU DHABI: +971 50 412 3294
DUBAI: +971 4 888 6787
KSA: +966 56 416 0617
EGYPT: +20 127 111 1770

[Click Here To vist Course](#)

info@boostuae.com info@boostorg.com

Generated by BoostLab •

