Certified Accounts Receivable Professional Training Course

8 – 12 February 2027
Toronto (Canada)



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Why This Course

Efficient accounts receivable management is essential for maintaining strong cash flow, reducing risk, and fostering positive customer relationships. This intensive 1-week program equips finance and credit professionals with the practical skills to optimize AR processes, implement effective credit policies, and leverage technology for maximum efficiency. Through real-world case studies, hands-on exercises, and actionable frameworks, participants will gain the expertise to improve cash flow, minimize bad debt, and strengthen customer engagement.

What You'll Learn and Practice

By attending this course, you will be able to:

- Develop and enforce effective credit policies and procedures.
- Apply advanced collection strategies to reduce DSO and enhance cash flow.
- Analyze customer financial statements to make informed credit decisions.
- Use AR metrics and KPIs to monitor and improve performance.
- Implement AR automation and leverage technology for process optimization.

The Program Flow

Day 1: Foundations of Accounts Receivable

- Role of AR in organizational finance
- Developing and implementing credit policies
- Customer onboarding and credit application processes
- AR accounting principles and journal entries

Day 2: Credit Management and Risk Assessment

- Analyzing financial statements for creditworthiness
- Credit scoring models and evaluation techniques
- Managing credit limits, terms, and exposure
- Strategies for mitigating credit risk



Day 3: Collections Strategies and Dispute Resolution

- Effective collection techniques to accelerate cash flow
- Managing the collections process efficiently
- Handling customer disputes and deductions
- Legal considerations in AR collections

Day 4: AR Metrics, Reporting, and Cash Application

- Key performance indicators for AR management
- AR aging analysis and reporting practices
- Best practices in cash application
- Reconciliation and month-end close processes

Day 5: Technology and Process Optimization

- AR automation tools and solutions
- Leveraging AI and machine learning in AR
- Integrating AR with ERP and CRM systems
- Continuous improvement strategies for AR processes

Individual Impact

Participants will leave this course with:

- Practical skills to reduce DSO and enhance cash flow.
- The ability to implement efficient credit and collections strategies.
- Techniques to improve customer satisfaction and relationships.
- Enhanced operational efficiency and cost management in AR processes.

Organizational Impact

Organizations will benefit from:

- Stronger cash flow and reduced bad debt exposure.
- Streamlined AR operations with improved accuracy and efficiency.
- Improved credit decision-making and risk management.
- Enhanced customer experience through professional and consistent AR practices.



Training Methodology

- Interactive lectures with real-world examples
- Hands-on exercises and role-playing scenarios
- Case studies highlighting successful AR strategies
- Action planning and personalized reflection activities

Beyond the Course

By the end of this 1-week program, participants will be able to:

- Manage AR processes confidently and efficiently.
- Make informed credit decisions that protect cash flow.
- Apply collection strategies that reduce outstanding receivables.
- Utilize technology to automate and improve AR performance.

