

# Accounts Receivable

## *Best Practices for SMBs*

### Course Description

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This course examines best practices in accounts receivable management. Accounts receivable management is associated with both credit and collections. These important functional areas work with sales as well as treasury and bank vendors to ensure the maximum realization of cash from sales revenue.

This course explores each functional area, starting with the sales function, and the best practices that relate to accounts receivable management. Credit and collections will each be discussed followed by accounts receivable management administrative best practices, which will include portfolio review, internal controls and payment application. Banking best practices as they relate to accounts receivable management will be explored last.

**Completion Deadline & Exam:** This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

**Course Level:** Overview. This program is appropriate for professionals at all organizational levels.

**CPE Credits:** 2.5 (CPA)

**Category:** Accounting

**Prerequisite:** None

**Advanced Preparation:** None

### Course Learning Objectives

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After studying this course you will be able to:

1. Associate the importance of the billing, pricing and credit memo process to accounts receivable best practices
2. Differentiate customer credit evaluation techniques
3. Define and use the Altman Z score and other ratios in evaluating customers
4. Recognize non-traditional methods to secure customer payment
5. Recognize best practices of the collection function
6. Associate the importance of internal controls with the payment application function