

# Invoicing and Receipting

## What will you gain?

This programme focuses on helping billing technicians and credit controllers to understand the importance of invoices, including their design and accuracy and the impact this has on cashflow for any organisation.

In addition, the programme is designed to raise the awareness of the need for accurate marking and reconciliation of invoices that have been paid and the importance of prompt investigation of any discrepancies.

## What will you gain?

- Practical skills for designing an effective invoice
- Tips to identify and resolve weaknesses in the billing cycle
- An insight into the significance of invoicing accuracy
- An understanding of the importance of recording payments accurately

## What will it cover?

- The definition and purpose of invoicing and receipting
- The stages of the billing cycle
- Essentials of an invoice
- Designing a 'killer' invoice
- The role of the billing department in effective invoicing
- Invoice accuracy
- The requirement for accurate receipting of payments and the impact of delays in resolving payment discrepancies

Duration	1 day
Cost	£310 + VAT CICM member
	£390 + VAT Non-member

## Training options



Open training



In-company training

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The Recognised Standard

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