



Finance, Accounting and Banking

# Accounts Payable from Accounting to Management

## Course Introduction

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The management of the accounts payable (creditors) of an organisation is essentially just one aspect of the management of the cash flow of that organisation. Since organisations cannot survive without adequate cash flows, it follows that the management of accounts payable is a vital aspect of cash flow management.

This training course provides businesses and other organizations with a strong sense of where they stand against industry leaders and shows them how to take their services and organizational processes to state of the art levels. Documented strategies and tactics employed by highly admired companies are presented, both successful and unsuccessful, to illustrate the real world functionality of each process and approach.

### **This training course will feature:**

- The importance of the accounts payable function with regard to its links with the supply chain and cash flow
- The integrated systems of purchase order processing, stock (inventory) control, purchase ledger and cash payments and their links with the general ledger
- How to effectively manage cash and working capital to reduce costs and improve cash flow
- The impact of risk and uncertainty on the business and its impact on accounts payable and cash flow
- How leading companies from across the globe are achieving best practice in Accounts Payable

## Target Audience

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This training course provides a user-friendly environment to develop the knowledge and techniques related to accounts payable that are valuable for:

- Finance Executives and Professionals
- Accountants
- Accounts Payable Supervisors

- Accounts Payable Personnel
- Others who are working within accounts payable process or who wish to develop a practical toolkit to complement their existing professional or technical skills

## Learning Objectives

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- Work effectively with the fundamentals of accounts payable, financial accounting and the supply chain
- Understand and apply the fundamentals of accounts payable systems
- Review and comment on payment methods and cash management
- Analyse the need to incorporate risk and uncertainty into accounts payable analysis
- Identify best practice across all industries

## Course Outline

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- **Day 01**

### **ACCOUNTS PAYABLE, FINANCIAL ACCOUNTING AND THE SUPPLY CHAIN**

- Accounting and financial information: Accounts Payable in context
- Sources of finance
- The supply chain
- Financial position and financial performance
- Cash flow and Working Capital
- Why is cash flow so important?

- **Day 02**

### **ACHIEVING WORLD CLASS IN ACCOUNTS PAYABLE PROCESSES**

- Defining Best Practice in AP
- Moving beyond P2P
- Managing Risk
- Principles of Best Practice
- End to End AP Process

- Defining the issues in Accounts Payable

#### • Day 03

### IMPROVING INVOICE PROCESSING AND OPERATIONAL MANAGEMENT

- Invoice Handling and Approval Processes
- Verifying invoice data
- Paying “low value” items
- How to avoid duplicate payments
- Making the best use of staff time: limiting telephone calls to AP
- Does Petty cash management belong in Accounts Payable?

#### • Day 04

### HARNESSING TECHNOLOGY IN ACCOUNTS PAYABLE PROCESSES

- Master Vendor File Management – getting it right from the start
- Travel & Entertainment
- Policy management
- Cash advances and employee reimbursement
- Process improvement through imaging and workflow
- Using the internet for AP effectiveness

#### • Day 05

### MAKING THE PAYMENTS AND MAINTAINING THE RELATIONSHIPS

- Communications & Customer Relations
- Payment’s status information for vendors and internal customers
- Improving Procure to Pay(P2P)Cycle
- Payments and Payment Solutions: Accounts Payable or Treasury?

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 1, 2025	June 5, 2025	5 days	4250.00 \$	KSA - Riyadh
June 29, 2025	July 3, 2025	5 days	2150.00 \$	Virtual - Online

FROM	TO	DURATION	FEES	LOCATION
Aug. 25, 2025	Aug. 29, 2025	5 days	4950.00 \$	Netherlands - Amsterdam
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Dubai