

ACCOUNTS PAYABLE - FROM ACCOUNTING TO MANAGEMENT TRAINING

"Master the Accounts Payable Process, Improve Cash Flow, and Drive Financial Efficiency."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

Introduction

Accounts Payable (AP) is a critical function in any organization, directly impacting cash flow, vendor relationships, and financial accuracy. Efficient AP management ensures timely payments, proper record-keeping, and compliance with internal controls and regulatory requirements.

The Accounts Payable - From Accounting to Management Training is designed to equip participants with practical knowledge of the entire AP cycle, from basic accounting entries to strategic management practices. Participants will learn to optimize processes, ensure compliance, and contribute to financial efficiency within the organization.

Objectives

By the end of this course, participants will be able to:

- Understand the end-to-end Accounts Payable process.
- Record, process, and manage vendor invoices accurately.
- Reconcile supplier statements and ensure proper documentation.
- Apply internal controls and compliance procedures in AP management.
- Manage cash flow effectively through strategic AP practices.
- Communicate effectively with vendors and internal stakeholders.
- Identify and implement process improvements to enhance efficiency.
- Analyze AP data for management reporting and decision-making.

Why Attend

Effective accounts payable management reduces financial risk, improves operational efficiency, and strengthens vendor relationships. This course provides participants with the knowledge and practical tools to handle AP tasks accurately and manage the process strategically to support organizational success.

Target Audience

This course is suitable for:

- Accounts Payable Clerks and Officers
- Accountants and Finance Officers
- Finance and Accounts Managers
- Procurement and Operations Staff
- Professionals responsible for financial compliance and reporting

Individual Benefits

- Comprehensive understanding of the AP process from accounting to management
- Improved accuracy in processing invoices and managing payments
- Enhanced skills in vendor management and internal communication
- Ability to ensure compliance with policies and regulatory requirements
- Practical tools for monitoring and improving AP efficiency
- Increased confidence in reporting and financial analysis

Organizational Benefits

- Streamlined accounts payable processes and improved efficiency
- Enhanced cash flow management and financial planning
- Reduced errors, delays, and compliance risks
- Better relationships with vendors through timely and accurate payments
- Improved reporting and decision-making based on AP data
- Strengthened internal controls and financial governance

Instructional Methodology

The training employs a practical, hands-on approach:

- Instructor-led sessions with real-world examples and case studies
- Group exercises and AP process simulations
- Hands-on practice in invoice processing, reconciliation, and reporting
- Role-playing for vendor communication and problem-solving
- Continuous feedback, Q&A, and process improvement discussions

Course Outline

- Module 1: Introduction to Accounts Payable and Its Importance
- Module 2: Invoice Processing and Recording Procedures
- Module 3: Vendor Management and Communication
- Module 4: Internal Controls and Compliance in AP
- Module 5: Payment Scheduling and Cash Flow Management
- Module 6: Reconciliation and Documentation Best Practices
- Module 7: Reporting and Analysis for AP Management
- Module 8: Process Improvement and Efficiency Strategies
- Module 9: Case Studies and Real-Life AP Challenges
- Module 10: Capstone Activity - Managing the Complete AP Cycle

Certification

Upon successful completion, participants will receive a Certificate in Accounts Payable – From Accounting to Management, acknowledging their ability to manage AP processes efficiently, ensure compliance, and contribute to organizational financial performance.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

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