

ACCOUNTS PAYABLE: ACCOUNTING AND MANAGEMENT BEST PRACTICES

“Enhance Accuracy, Strengthen Controls, and Optimize the Accounts Payable Process for Improved Financial Performance.”

Schedule

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

Introduction

Accounts Payable (AP) plays a critical role in managing cash flow, supplier relationships, and overall financial health. Inaccuracies, inefficiencies, or weak controls in AP can lead to overpayments, compliance risks, and financial losses. Implementing best practices in AP accounting and management helps organizations achieve better transparency, efficiency, and control over expenditures.

The Accounts Payable: Accounting and Management Best Practices Training course equips participants with the knowledge, tools, and techniques to manage AP operations effectively. The course covers core accounting principles, automation trends, internal controls, fraud prevention, vendor management, and performance optimization.

Through real-world case studies and process-improvement strategies, participants will learn how to modernize AP functions to align with financial compliance standards and support strategic decision-making.

Objectives

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

- Understand the full cycle of Accounts Payable and its role in financial management.
- Apply accounting principles and procedures for accurate invoice processing and payment management.
- Identify and eliminate inefficiencies in the AP workflow.
- Strengthen internal controls to prevent fraud and ensure compliance.
- Manage supplier and vendor relationships effectively.
- Utilize automation and digital tools to streamline AP operations.
- Reconcile accounts and perform effective month-end and year-end closings.
- Measure and improve AP performance using key performance indicators (KPIs).

Why Attend

An efficient and well-controlled Accounts Payable process directly contributes to improved cash flow, reduced errors, and stronger financial integrity. This course provides practical strategies to transform your AP department into a proactive, strategic function rather than a transactional one.

Participants will learn how to optimize processes, apply best practices, leverage automation tools, and develop a risk-aware approach to financial management. The training ensures participants are fully prepared to contribute to organizational efficiency, compliance, and profitability.

Target Audience

This course is ideal for:

- Accounts Payable and Receivable Professionals
- Accountants and Finance Officers
- Internal Auditors and Controllers
- Procurement and Supply Chain Staff
- Treasury and Cash Management Personnel
- Financial Managers and Supervisors
- ERP and Finance System Users
- Anyone involved in invoice, vendor, or payment management processes

Individual Benefits

- Gain a thorough understanding of AP processes and accounting practices.
- Learn to implement controls and prevent payment errors or fraud.
- Improve efficiency and accuracy in daily AP tasks.
- Enhance your decision-making and analytical skills.
- Learn to use automation tools and digital solutions effectively.
- Strengthen your professional expertise and advance your finance career.

Organizational Benefits

- Improve accuracy and compliance in accounts payable operations.
- Streamline payment workflows and reduce processing costs.
- Strengthen internal controls and minimize fraud risks.
- Enhance vendor relationships through timely and accurate payments.
- Improve cash flow visibility and financial reporting accuracy.
- Build a high-performing AP team aligned with organizational goals.

Instructional Methodology

The course combines conceptual learning with practical applications through:

- Expert-led interactive sessions and group discussions
- Real-life AP process mapping and improvement exercises
- Case studies on automation, fraud, and compliance
- Hands-on workshops for invoice processing and reconciliation
- Role-based simulations and team-based problem solving
- Continuous feedback and personalized guidance from the instructor

Course Outline

- Module 1: Understanding the Role of Accounts Payable in Financial Management
- Module 2: AP Cycle: From Purchase Requisition to Payment Processing
- Module 3: Accounting Principles and Documentation Requirements
- Module 4: Internal Controls, Fraud Prevention, and Compliance
- Module 5: Vendor and Supplier Relationship Management
- Module 6: Automation and Digital Transformation in Accounts Payable
- Module 7: Reconciliation, Month-End and Year-End Closing Procedures
- Module 8: AP KPIs and Performance Measurement
- Module 9: Cash Flow Optimization and Cost Reduction Strategies
- Module 10: Case Studies and Best Practices for Effective AP Management

Certification

Upon successful completion of this course, participants will receive a Certificate of Completion in Accounts Payable: Accounting and Management Best Practices, recognizing their professional competence in implementing modern AP processes, controls, and strategies to enhance organizational efficiency and financial integrity.

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?

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