

ACCOUNTS PAYABLE PLANNING AND ORGANISING PRACTICES TRAINING

“Enhance Efficiency, Accuracy, and Control in Accounts Payable Operations.”

Schedule

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

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

Introduction

The Accounts Payable (AP) function plays a critical role in maintaining healthy supplier relationships, optimizing cash flow, and ensuring financial integrity. Inefficient AP processes can lead to delays, duplicate payments, missed discounts, and audit risks — directly affecting the organization’s profitability and reputation.

The Accounts Payable Planning and Organising Practices Training program provides participants with the strategies, tools, and techniques needed to streamline AP operations. This course emphasizes planning, organization, and control practices that ensure compliance, accuracy, and efficiency in invoice processing, payments, and vendor management.

Through a combination of theory, case studies, and practical exercises, participants will gain hands-on experience in modern AP management, automation tools, and performance measurement.

Objectives

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

- Understand the strategic role of Accounts Payable in financial management.
- Design and implement effective AP planning and control procedures.
- Streamline invoice processing and approval workflows.
- Establish clear policies for vendor setup, payment terms, and compliance.
- Utilize technology to improve AP accuracy and efficiency.
- Manage working capital by optimizing payment schedules and cash outflows.
- Identify and prevent fraud, duplicate payments, and process errors.
- Develop KPIs and performance measures for continuous improvement.

Why Attend

An efficient Accounts Payable system ensures smooth financial operations and supports strategic business goals. This course provides practical solutions for organizing AP processes, minimizing risks, and improving productivity.

Whether you're managing a small finance team or a large corporate department, this training equips you with proven frameworks for planning, organizing, and monitoring AP activities — transforming your department into a value-driven financial control center.

Target Audience

This course is ideal for professionals involved in finance operations, supplier management, and payment processes, including:

- Accounts Payable Officers and Supervisors
- Finance and Accounting Professionals
- Treasury and Cash Flow Managers
- Internal Auditors and Compliance Officers
- Financial Controllers and Managers
- Procurement and Supply Chain Professionals
- Business Owners and Administrators

Individual Benefits

- Master modern accounts payable planning and management techniques.
- Improve accuracy and timeliness in payments and reconciliations.
- Learn to manage vendor relationships more effectively.
- Gain confidence in handling audits and financial reviews.
- Enhance organizational, analytical, and reporting skills.
- Increase your value as a finance professional and decision-maker.

Organizational Benefits

- Streamline AP workflows for greater efficiency and cost savings.
- Reduce errors, delays, and compliance risks.
- Strengthen internal controls and fraud prevention systems.
- Improve vendor relationships through timely and transparent payments.
- Enhance cash flow forecasting and management.
- Foster a culture of accountability and performance within finance teams.

Instructional Methodology

This interactive training combines knowledge sharing with hands-on exercises, including:

- Instructor-led lectures and guided discussions
- Real-life case studies and problem-solving activities
- Group workshops and scenario-based exercises
- AP workflow and automation simulations
- Performance analysis and reporting practice
- Continuous feedback and Q&A sessions

Course Outline

- Module 1: Introduction to Accounts Payable and Financial Control
- Module 2: The Role of AP in the Financial Supply Chain
- Module 3: Planning and Organising AP Workflows and Policies
- Module 4: Invoice Processing, Matching, and Approvals
- Module 5: Vendor Management, Payment Terms, and Scheduling
- Module 6: Fraud Prevention, Internal Controls, and Compliance
- Module 7: Leveraging Technology and Automation in AP
- Module 8: Managing AP Reporting and Performance Metrics (KPIs)
- Module 9: Cost Reduction and Efficiency Strategies
- Module 10: Best Practices, Case Studies, and Action Planning

Certification

Upon successful completion, participants will receive a Certificate of Completion in Accounts Payable Planning and Organising Practices, recognizing their expertise in optimizing AP systems, enhancing financial accuracy, and supporting effective business operations.

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

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.