

# € TRAINING

Accounts Payable: Planning, Organising &  
Achieving Best Practice





# Accounts Payable: Planning, Organising & Achieving Best Practice

## Introduction:

This training program 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.

## Program Objectives:

At the end of this program, participants will be able to:

- 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.
- Analyze the need to incorporate risk and uncertainty into accounts payable analysis.
- Identify best practices across all industries.

## Targeted Audience:

- Finance Executives and Professionals.
- Accountants.
- Accounts Payable Managers.
- Accounts Payable Supervisors.
- Accounts Payable Personnel.
- Personnel working within the accounts payable process to complement their existing professional or technical skills.

## Program Outlines:

### Unit 1:

#### 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?

## Unit 2:

### Achieving World Class in Accounts Payable Processes:

- Defining Best Practice in AP.
- Moving beyond P2P.
- Managing Risk.
- Principles of Best Practice.
- Defining the issues in Accounts Payable.

## Unit 3:

### 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?

## Unit 4:

### 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.

## Unit 5:

### Making the Payments and Maintaining the Relationships:

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