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FINANCE, ACCOUNTING AND AUDIT

Accounts Payable: Accounting and Management Best Practices

DURATION	CONTACT HOURS	LEVEL	FEE PER DELEGATE
5 days	30	Intermediate	US$1,500

Paying the right supplier the right amount once, and knowing what is owed before the invoice arrives.

Accounts payable is where a weak control environment turns into a cash loss. Duplicate payments, invoices paid without a receipt, a supplier master file nobody maintains, and a year end accrual built from guesswork are all the same underlying problem: the three way match has become a formality rather than a control. This week treats payables as a control function and as a cash lever, from master data and the match through to accruals, disputes, and the supplier relationship that depends on being paid predictably.

Available as classroom, live online, in house.

Who it is for

Accounts payable supervisors and staff, financial accountants responsible for payables and accruals, shared service centre staff, and internal auditors reviewing the function.

What you will be able to do

- Operate a three way match that would actually stop an incorrect payment.
- Maintain a supplier master file that cannot be changed by whoever raises payments.
- Detect duplicate and fraudulent invoices before the payment run.
- Build an accrual from open commitments rather than from an estimate.
- Manage payment terms as a cash decision without damaging supply.

The outline

DAY 1

The function and its exposure

Where payables loses money, and in what order of size · Segregation between requisition, receipt, approval and payment · Delegated authority, and the limits nobody checks · Payables as the last control before cash leaves

DAY 2

Master data

Creating and amending a supplier, and who may do it · Bank detail changes, and the fraud that targets them · Duplicates, dormant accounts and related parties · Reviewing the master file as a routine

DAY 3

Invoice to payment

The three way match, and the exceptions that bypass it · Invoices arriving without a purchase order · Approval workflow, against approval that is acknowledgement · The payment run, and the checks immediately before it

DAY 4

Month end and year end

Accruals from open commitments · Goods received not invoiced, and the reverse · Reconciling the ledger to supplier statements · Debit balances, credit notes and unclaimed amounts

DAY 5

Terms, disputes and relationships

Payment terms as a working capital lever · Early settlement discount, costed as an interest rate · Disputes, resolved before they stop supply · What a supplier needs from you to keep pricing keen

What you leave with

- A control map of the delegate's payables process, with the gaps named.
- A duplicate and anomaly routine they can run on their own data.
- A month end accrual method based on commitments rather than estimation.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Nairobi, Kenya	**US$1,500**
30 November 2026 to 4 December 2026	Port Louis, Mauritius	**US$1,500**
7 to 11 December 2026	Accra, Ghana	**US$1,500**
14 to 18 December 2026	Dubai, United Arab Emirates	**US$1,500**

Fees are per delegate and co
arranged by the delegate. Reg

Register or ask a question

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