

Certified Accounts Payable Specialist

Manama (Bahrain)

13 - 17 July 2025

UK Training

PARTNER



Certified Accounts Payable Specialist

Code: FA28 From: 13 - 17 July 2025 City: Manama (Bahrain) Fees: 3700 Pound

Introduction

Accounts Payable training seminar 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. The organisation of the accounts payable function and the management of the accounts payable role are vital to the effective control of working capital and therefore cash flow. Documented strategies and tactics employed by highly admired companies are presented both successful and unsuccessful to illustrate the real-world functionality of each process and approach.

Course Objectives

- Accruals & Time Deposit.
- Cash Management & Cash Positioning.
- Identify the function of accounts payable and its role in organizations.
- Use accounting principles related to accounts payable.
- Describe how to take a successful leader in the management of accounts payable.
- Assess AP operations and processes and recommend improvements using the latest best practices.
- Apply tools and techniques in Microsoft Excel to effectively manage and monitor accounts payable performance.

Course Outlines

Day 1

The Big Picture: Accounts Payable and the Financial Health of Organizations

- The Important Role of Accounts Payable AP.
- The Meaning of Managing Accounts Payable.
- The Functions of Management.
- The Functions of Accounts Payable Department and Role of AP Staff.
- Accounts Payable Impact on Working Capital and Cash Management.

Day 2

Accounting for Accounts Payable

- Accounting Essentials for Accounts Payable.
- Accounts Payable Terminology.
- General Ledger and Sub-Ledger.
- Month-End Accounting Entries and Accruals.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are gold and silver. The board is white and black squares. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- Control Account Reconciliations.
- Developing a Reconciliation Plan for the Sub-Ledger.

Day 3

Key Topics in Accounts Payable Management

- Applying Best Practices in your Organization.
- Identifying Proper Internal Controls.
- The Annual Audit as an Added Value.
- Impact of AP Outsourcing.
- Detecting Fraud in Accounts Payable.

Day 4

The Behavioural Side of Managing Accounts Payable Department

- Improving the Image of the Accounts Payable Department.
- Ways to Motivate Accounts Payable Staff.
- Organizing the AP Department.
- Closing the Communication Gap.
- Dealing with Internal and External Disputes.
- Providing Customer Service to Vendors.

Day 5

Using Excel in Managing Accounts Payable

- The interface between Accounts Payable System and Excel.
- Using Pivot Tables to Extract Valuable Information.
- Preparing and Analyzing Accounts Payable Aging.
- Developing Your Accounts Payable Dashboard.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com



UK Training
PARTNER

The image features a graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board, with 'PARTNER' in a larger, bold font.