BLACKBIRD FOR TRAINING

Certified Accounts Payable Specialist

11 – 15 January 2027
Lisbon (Portugal)

UK Traininig
PARTNER



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Certified Accounts Payable Specialist

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Introduction

This Accounts Payable Training Course is designed to provide professionals with the knowledge and skills needed to optimize the accounts payable function in organizations. Effective Accounts Payable Management is crucial for maintaining healthy financial operations, optimizing cash flow, and improving working capital control. By attending this course, you will gain a deeper understanding of the strategies used by industry leaders and how you can apply them to enhance your organization's accounts payable processes.

Whether you are aiming for Certified Accounts Payable Specialist status or looking to refine your management approach, this Accounts Payable Certification program will provide you with the tools and knowledge to excel in the field. The course will offer actionable insights, both successful and unsuccessful, into the best practices in accounts payable management, enabling you to make data-driven improvements in your organization.

Course Objectives

By the end of this Accounts Payable Training course, you will:

- Understand the fundamental role of Accounts Payable Management in organizations and how it impacts working capital and cash flow.
- Gain proficiency in accounting for accounts payable, including essential principles and terminologies used in the field.
- Learn how to apply best practices in accounts payable to improve operational efficiency.
- Explore the core duties and responsibilities of an Accounts Payable Manager, including key management techniques and strategies.
- Develop the ability to manage accounts payable and receivable processes effectively, ensuring streamlined operations.
- Acquire expertise in using Microsoft Excel for monitoring accounts payable performance, creating aging reports, and developing dashboards.



Course Outlines

Day 1: The Big Picture - Accounts Payable and the Financial Health of Organizations

- Introduction to Accounts Payable and its role in the financial health of organizations.
- Understanding the meaning and importance of managing accounts payable.
- Key functions of accounts payable departments and their impact on working capital and cash management.

Day 2: Accounting for Accounts Payable

- Accounting Essentials for Accounts Payable: Learn the terminology, general ledger, and sub-ledger systems.
- Month-End Accounting Entries and Accruals: Understanding month-end procedures and how they impact the accounts payable cycle.
- Developing a reconciliation plan for your accounts payable sub-ledger to ensure accuracy.

Day 3: Key Topics in Accounts Payable Management

- How to apply best practices in accounts payable management.
- The importance of internal controls and how to detect fraud in accounts payable.
- Exploring the impact of outsourcing accounts payable functions and how to evaluate its effectiveness.
- Understanding how the annual audit can provide added value to accounts payable processes.

Day 4: The Behavioral Side of Managing Accounts Payable Department

- Improving the Image of the Accounts Payable Department: Building a strong, professional image for your team.
- How to motivate accounts payable staff and create a positive work environment.
- Organizing the AP department effectively and handling internal and external disputes.
- Enhancing customer service to vendors to build long-lasting relationships and improve communication.

Day 5: Using Excel in Managing Accounts Payable

- Learn how to leverage Excel for managing accounts payable operations.
- Pivot tables and other Excel features to extract valuable information and create comprehensive reports.
- Developing an accounts payable dashboard to monitor performance metrics and aging reports.



Why Attend This Course: Wins & Losses!

- Master Accounts Payable Management: Learn how to efficiently manage accounts payable operations, from invoicing to vendor relations, and make informed decisions to improve financial health.
- Become a Certified Accounts Payable Specialist: This course provides a strong foundation for obtaining Accounts Payable Certification, setting you up for professional advancement in your career.
- Learn from Real-World Examples: Understand what works and what doesn't by examining the best practices in accounts payable management used by industry leaders.
- Improve Your Excel Skills: Gain practical knowledge on using Microsoft Excel for managing accounts payable data, improving accuracy, and enhancing productivity.

Conclusion

The Accounts Payable Training Course is an essential program for anyone looking to excel in managing accounts payable, from understanding the accounts payable manager's duties to applying best practices in day-to-day operations. This course will equip you with the tools, knowledge, and strategies necessary to enhance your accounts payable department's performance, improve working capital management, and position your organization for success.

By attending, you will gain the confidence to manage accounts payable more effectively and drive measurable improvements in your organization's financial operations. Whether you are aiming for Accounts Payable Certification or simply want to stay ahead in the field, this course is designed to set you up for success in a rapidly evolving business environment.

