

Accounts Payable: Accounting and Management Best Practices

Malaga (Spain) 14 - 18 April 2025



www.blackbird-training.com



Accounts Payable: Accounting and Management Best Practices

Code: FA28 From: 14 - 18 April 2025 City: Malaga (Spain) Fees: 4400 Pound

Introduction

Accounts Payable AP is not merely about processing checks, mailing them, and filing backup paperwork. Effectively managing Accounts Payable requires a deep understanding of its core functions, including customer service, vendor management, check requests, and Purchase Orders POs. This course is designed to help you handle invoices, process payments, minimize errors, conduct annual audits, and leverage technology in the AP department. You will also learn the best practices for transforming your AP department into a valuable business partner, enhancing its overall performance.

Course Objectives

- Understand the Accounts Payable function and its crucial role in organizations.
- Learn how to take a successful leadership role in managing accounts payable.
- Assess and improve AP operations using the latest best practices.
- Evaluate the key issues affecting AP staff to enhance their efficiency and productivity.
- Apply tools and techniques in Microsoft Excel to manage and monitor AP performance effectively.

Course Outlines

Day 1: The Important Role of AP

- Definition of Accounts Payable and its role in organizational financial health.
- The key functions of the AP department and its impact on working capital and cash management.
- Essential accounting principles for accounts payable and terms like general ledger and sub-ledger.
- Preparing for month-end close and accruals.

Day 2: Accounts Payable Processes and Best Practices

- Handling invoices and proper routing.
- The three-way matching process.
- Methods of payment processing and maintaining the vendor master file.
- Procurement Cards P-Cards and Electronic payment options.
- Best practices for accounts payable management, including operational analysis, benchmarking, and fraud detection.

UK Traininig

Day 3: The Behavioral Side of Managing the Accounts Payable Department

- Enhancing the image of the AP department.
- Strategies for motivating AP staff and improving department efficiency.
- Managing internal and external disputes and closing communication gaps.





• The importance of internal customer service for vendors.

Day 4: The AP Department as a True Business Partner

- Understanding when to pay suppliers and evaluating early payment discounts.
- The pros and cons of early or late payments and their impact on cash flow.
- Building relationships with the treasury department and understanding the cost of funds.

Day 5: Using Microsoft Excel in Managing Accounts Payable

- Integrating the AP system with Excel for effective data management.
- Utilizing pivot tables to extract valuable data and analyze accounts payable aging.
- Accounts payable role in improving supplier commercial terms.

Why Attend This Course: Wins & Losses!

- Master best practices in accounts payable to reduce errors and enhance operational efficiency.
- Learn how to streamline accounts payable processes and improve cash flow management.
- Gain proficiency in using Microsoft Excel for better monitoring and reporting.
- Strengthen your ability to handle vendor relationships and payment schedules effectively.
- Apply industry best practices to ensure compliance and prevent fraud in accounts payable management.

Conclusion

This course is an essential step toward improving your Accounts Payable management skills. By mastering accounts payable best practices, leveraging Microsoft Excel for analysis, and understanding the key functions of the AP department, you will contribute significantly to your organization is financial stability and success.

Join now to develop your skills in accounts payable and become a vital partner in your organizationIs success!





Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzego Viasc)ais (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)

Moscow (Russia)



Annecy (France)



Bordeax (France)



Copenhagen (Denmark)





Lyon (France)



Amsterdam



Stockholm (Sweden)

Düsseldorf (Germany)



Podgorica (Montenegro)







Munich (Germany)

London (UK)



Madrid (Spain)





Prague (Czech)



Vienna



Zurich



Paris (France)



Milan (Italy)

Brussels





Berlin (Germany)

Lisbon (Portugal)



Head Office: +44 7480 775 526 Email: Sales@blackbird-training.com Website: www.blackbird-training.com

Manchester (UK)









Blackbird Training Cities

USA & Canada



Los Angeles (USA)

Washington (USA)



Orlando, Florida (USA)

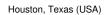
Barn Ashar Mary







Phoenix, Arizona (USA)







In House



Jersey, New Jersey (USA)

Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)

Washington DC (USA)



Toronto (Canada)

Africa





Bali (Indonesia)



Bangkok

Riyadh(KSA)



Beijing (China)

Melbourne

(Thailand)

Baku



Maldives (Maldives)

Singapore (Singapore)





Kuala Lumpur (Malaysia)



Tokyo (Japan)





Jakarta



(Indonesia)

Amman (Jordan)



Beirut















Head Office: +44 7480 775 526 Email: Sales@blackbird-training.com Website: www.blackbird-training.com Sydney





Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town



Accra (Ghana)





Marrakesh (Morocco)

Nairobi (Kenya)



Tangier (Morocco)

Cairo (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)





Blackbird Training Clients

Β.

Booking.com

Netherlands



ANNAI Trading Company WLL, MANNAI Qatar



Nigeria

Ce

GA(

UNE FILIALE D'EGA

Qatar



Alumina Corporation

Guinea

مـؤسـسـة قـطـر Qatar Foundation Qatar Foundation, **Qatar**



Oxfam GB International Organization, **Yemen**



Capital Markets Authority, **Kuwait**



Kuwait



Reserve Bar Malawi, **Malawi** Bank of



Nigeria



Ministry of Interior, KSA



AFRICAN UNION ADVISORY BOARD ON CORRUPTION, Tanzania

Mabruk Oil Company Libya

Saudi Electricity Company, **KSA**

Ś

General Organization for Social Insurance ral C. Social Insu KSA

جتماعية General Or

الشركة السعودية للكهريا. Baudi Electricity Company



BADAN PENGELOLA KEUANGAN Haji, Indonesia



Nigeria



North Oil company,



NATO

Italy

ناءات الوطنية National Industries

E%EDC

EKO Electricity



ad Medical Co Hamad Medical

Corporation, **Qatar**



Oman Broadband



USAID Pakistan



UN.



STC Solutions, **KSA**





Head Office: +44 7480 775 526 Email: Sales@blackbird-training.com Website: www.blackbird-training.com













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

UK Traininig





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

