# Certified Accounts Payable Specialist: Mastering AP Processes

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Madrid (Spain)



# Certified Accounts Payable Specialist: Mastering AP Processes

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## Why This Course

Accounts Payable AP is a critical function that directly impacts an organization's cash flow, financial accuracy, vendor relationships, and overall operational efficiency. As organizations move toward greater automation and compliance-driven financial environments, AP professionals must possess a solid understanding of end-to-end processes, internal controls, risk prevention, and modern AP technologies.

The Certified Accounts Payable Specialist Program is a comprehensive 1-week course designed to help participants master the full AP cycle and apply best practices that elevate performance and accuracy. Through practical exercises, industry case studies, and hands-on tools, participants will gain the expertise required to manage AP operations with confidence, precision, and efficiency.

## What You'll Learn and Practice

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

- Manage the end-to-end accounts payable process effectively and accurately
- Implement robust internal controls and fraud prevention strategies
- Optimize vendor relationships and streamline invoice processing
- Leverage technology and automation to improve AP workflows
- Ensure compliance with regulatory and reporting requirements
- Develop strategies to increase AP efficiency, accuracy, and transparency

## The Program Flow

### Day 1 - Introduction to Accounts Payable

- Core responsibilities of the AP function
- Key terminology, accounting principles, and AP concepts
- Understanding the procure-to-pay P2P cycle
- Industry best practices and AP performance standards

### Day 2 - Invoice Processing & Management

- Types of invoices and common invoice structures
- Invoice validation, approvals, and three-way matching
- Handling exceptions, disputes, and discrepancies
- Automated invoice processing and digital workflows



### Day 3 - Vendor Management & Payment Processes

- Vendor master file setup and maintenance
- Payment terms, policies, and early payment discounts
- Payment methods, EFT, and digital payment solutions
- Managing foreign currency transactions and exchange rate impacts

### Day 4 - Internal Controls & Fraud Prevention

- Segregation of duties and approval hierarchies
- Identifying common AP fraud schemes and warning signs
- Building effective internal control frameworks
- Documentation standards, audit trails, and compliance checks

### Day 5 - Technology, Reporting & Compliance

- AP automation tools and emerging financial technologies
- Key performance indicators KPIs to measure AP success
- Month-end close processes and financial reporting
- Regulatory compliance including SOX and 1099 reporting

## Individual Impact

Participants will gain:

- Confidence in managing AP operations with higher accuracy and speed
- The ability to identify and prevent AP-related fraud and errors
- Skills to leverage technology and automate AP processes
- Knowledge to ensure compliance with financial regulations
- Tools to improve AP efficiency, transparency, and workflow consistency

## Organizational Impact

Organizations will benefit through:

- Stronger financial controls and reduced operational risks
- More accurate, timely, and efficient AP processes
- Improved vendor relationships and payment management
- Enhanced compliance with regulatory and audit requirements
- Increased productivity through automation and best practice adoption



## Training Methodology

The learning approach includes:

- Real-world AP case studies and problem-solving scenarios
- Hands-on exercises using AP templates and workflow tools
- Group discussions and collaborative learning activities
- Practical demonstrations of AP technologies and systems
- Step-by-step guidance through AP cycle components and controls

## Beyond the Course

Participants will return ready to:

- Strengthen AP processes within their organizations
- Implement internal controls and fraud prevention frameworks
- Adopt automation and digital tools to modernize AP functions
- Support financial accuracy, operational efficiency, and compliance objectives

