

Accounts Payable Planning, Organizing & Achieving Best Practice

2027 12 - 8
Cape Town (South Africa)

UK Training

PARTNER



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~~R20222019~~ ~~181228~~ **Location:** Cape Town (South Africa) **Fees:** 4200 GBP

Why This Course

Accounts payable AP functions have evolved far beyond routine invoice processing. Modern organizations expect AP teams to contribute to financial efficiency, strengthen internal controls, manage vendor relationships, and support better cash flow management. By adopting best practices and leveraging automation technologies, finance teams can significantly improve accuracy, reduce operational costs, and enhance financial transparency.

This intensive 5-day program is designed to help finance professionals transform their accounts payable operations into more strategic and efficient functions. Participants will explore advanced AP practices, automation tools, risk management strategies, and vendor management techniques. Through practical discussions and real-world examples, the course provides the knowledge and tools needed to optimize AP processes while maintaining strong compliance and control frameworks.

What You'll Learn and Practice

By participating in this program, you will:

- Apply best practices to streamline accounts payable operations.
- Strengthen internal controls and implement fraud prevention measures.
- Leverage automation and digital tools to improve AP efficiency.
- Improve vendor relationship management and payment negotiations.
- Ensure compliance with financial regulations and audit requirements.
- Develop strategies for continuous improvement in AP processes.

The Program Flow

Day 1: Foundations of AP Excellence

- Understanding the strategic role of accounts payable in organizational performance.
- Exploring current trends and challenges affecting AP functions.
- Developing a clear strategic vision for improving AP operations.
- Assessing existing processes and identifying improvement opportunities.

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A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is white and black, and the pieces are gold and silver.

Day 2: Streamlining AP Processes

- Implementing best practices for efficient invoice processing.
- Understanding the purchase-to-pay P2P cycle and process integration.
- Optimizing payment schedules to support effective cash flow management.
- Managing vendor master data and maintaining accurate records.

Day 3: Technology and Automation in AP

- Exploring AP automation solutions and their operational benefits.
- Integrating AP systems with ERP platforms and financial management software.
- Using data analytics and reporting tools to improve AP visibility.
- Transitioning toward a fully paperless accounts payable environment.

Day 4: Risk Management and Compliance

- Designing robust internal control systems for AP operations.
- Identifying and preventing fraud risks within the payment process.
- Understanding regulatory compliance requirements and financial governance.
- Preparing for internal and external audits.

Day 5: Strategic AP Management

- Strengthening vendor relationships and negotiating favorable payment terms.
- Developing key performance indicators KPIs for AP performance.
- Applying continuous improvement methods to optimize AP operations.
- Building and managing a high-performing accounts payable team.

Individual Impact

- Strengthen expertise in modern accounts payable management.
- Improve analytical and process optimization skills.
- Gain confidence in implementing automation and digital solutions.
- Develop practical strategies for managing vendor relationships and financial controls.

Work Impact

- Improve operational efficiency and reduce processing errors in AP functions.
- Strengthen financial controls and fraud prevention practices.
- Enhance vendor collaboration and payment management.
- Provide better financial visibility and reporting for management decisions.

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A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board is checkered and has a subtle grid pattern.

Training Methodology

This program combines financial management frameworks with practical learning to ensure participants gain applicable skills. Training methods include:

- Interactive workshops and facilitated discussions.
- Case studies focusing on accounts payable process improvement.
- Group exercises on risk management and process redesign.
- Technology demonstrations related to AP automation tools.
- Practical templates and tools for AP performance monitoring.

Beyond the Course

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

- Implement efficient and technology-driven accounts payable processes.
- Strengthen internal controls and compliance within AP operations.
- Develop strategic vendor management practices.
- Establish performance metrics and improvement plans for accounts payable functions.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver, set against a background of concentric circles.

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