

Accounts Payable Planning, Organizing & Achieving Best Practice

2027 〇〇〇〇〇 2 - 〇〇〇〇 29
Tokyo (Japan)

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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 circular pattern in the background.

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 (a king, a queen, and a pawn) in gold and silver, set against a background of concentric circles.

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