

Accounts Payable Planning, Organizing & Best Practices

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Brussels (Belgium)

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Accounts Payable Planning, Organizing & Best Practices

~~R20222298~~ ~~19246579~~ **Location:** Brussels (Belgium) **Fees:** 5200 GBP

Why This Course

In today's finance environment, accounts payable is no longer just a transactional back-office function. It plays a critical role in cash management, vendor relationships, internal control, compliance, and overall operational efficiency. Organizations that manage accounts payable effectively are better positioned to reduce costs, prevent fraud, improve payment accuracy, and support stronger financial performance.

This intensive 5-day course equips finance professionals with advanced strategies to optimize accounts payable operations. Participants will learn to implement best practices, streamline workflows, and leverage technology to enhance efficiency and accuracy in accounts payable processes. The course covers critical areas such as vendor management, payment optimization, fraud prevention, and regulatory compliance.

What You'll Learn and Practice

By joining this program, you will:

- Develop and implement effective accounts payable policies and procedures.
- Optimize vendor relationships and payment strategies.
- Implement robust internal controls and fraud prevention measures.
- Leverage technology to automate and streamline accounts payable processes.
- Ensure compliance with relevant regulations and reporting requirements.
- Enhance overall accounts payable department performance and cost-effectiveness.

The Program Flow

Day 1: Foundations of Accounts Payable Excellence

- Accounts payable function overview and its strategic importance.
- Developing comprehensive accounts payable policies and procedures.
- Best practices in invoice processing and approval workflows.
- Implementing effective document management systems.

Day 2: Vendor Management and Payment Optimization

- Strategies for effective vendor onboarding and management.
- Negotiating favorable payment terms and early payment discounts.
- Optimizing payment methods such as ACH and virtual cards.
- Managing global payments and currency risks.

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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 3: Internal Controls and Fraud Prevention

- Designing robust internal control frameworks for accounts payable.
- Implementing segregation of duties and approval hierarchies.
- Fraud detection and prevention strategies.
- Conducting accounts payable audits and reconciliations.

Day 4: Technology and Process Automation

- Evaluating and implementing accounts payable automation solutions.
- Integrating accounts payable systems with ERP and financial software.
- Leveraging artificial intelligence and machine learning in accounts payable processes.
- Data analytics for accounts payable performance measurement and reporting.

Day 5: Compliance, Reporting, and Continuous Improvement

- Ensuring compliance with tax regulations and reporting requirements.
- Managing unclaimed property and escheatment processes.
- Developing key performance indicators for accounts payable.
- Strategies for continuous process improvement and cost reduction.

Individual Impact

- Strengthen your ability to manage accounts payable operations with greater efficiency and control.
- Enhance your skills in vendor management, payment optimization, and compliance oversight.
- Build stronger capability in designing internal controls and reducing fraud risk.
- Gain practical insight into automation, reporting, and performance improvement in accounts payable.

Work Impact

- Improve the efficiency, accuracy, and control of accounts payable operations across the organization.
- Strengthen vendor relationships and support better payment management practices.
- Reduce financial risk through stronger controls, compliance, and fraud prevention measures.
- Enhance departmental performance through better use of technology, analytics, and continuous improvement practices.

Training Methodology

This program integrates finance best practices, operational improvement methods, and practical application to ensure real-world relevance and professional impact. Learning methods include:

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- Real-world case studies on accounts payable operations, vendor issues, and fraud risks.
- Practical exercises in policy development, workflow improvement, and control design.
- Interactive workshops on automation, payment strategy, and compliance management.
- Group discussions on reporting, performance metrics, and process optimization.
- Frameworks and tools for applying advanced accounts payable practices effectively.

Beyond the Course

Upon completion, participants will be better equipped to manage accounts payable with greater confidence, structure, and strategic awareness. They will return ready to:

- Apply stronger accounts payable policies, controls, and workflows.
- Optimize vendor relationships and payment strategies more effectively.
- Support automation and compliance initiatives with greater confidence.
- Improve accounts payable performance through better measurement, reporting, and continuous improvement.

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A graphic illustration of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. The board is checkered, and there are concentric circles in the background.