XCELERATE TRAINING INSTITUTE

your learning & development partner

ACCOUNTING & FINANCE

Accounts Payable Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
3 – 7 May 2027	Live online	Online (live)	€1,200
14 – 18 Jun 2027	Bahrain	Classroom	€5,500
8 – 12 Nov 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: x8ti.com/course/accounts-payable-training-course/

+491631686678 · info@x8ti.com

Accounts Payable Training Course

Introduction

The role of Accounts Payable involves providing financial, administrative, and clerical support to the organization. This includes completing payments, controlling expenses, processing, verifying, and reconciling invoices. Proper training in accounts payable ensures a well-organized department that aligns with the company's overall objectives.

Learning Objectives

By completing the Accounts Payable Certification Course, participants will:

- Execute internal checks and controls to prevent and detect errors and fraud.
- Set up new supplier accounts.
- Monitor costs effectively.
- Perform supplier statement reconciliations.
- Review the Aged Creditors Listing.

Training Methodology

This course includes:

- Lectures
- Seminars & Presentations
- Group Discussions
- Assignments
- Case Studies & Functional Exercises Xcelerate Training Institute follows the ‘Do-Review-Learn-Apply’ model.

Benefits for Your Organisation

Organizations will benefit from:

- Managing budgets and maximizing supplier discounts.
- Enhancing cash forecasting.
- Implementing efficient month-end and year-end procedures for management accounts.
- Effective filing systems.

Benefits for You

Participants will gain:

- Understanding of the importance of their role.
- Knowledge of auditors' roles and preparation for their visits.
- Skills to manage customers' and stakeholders' expectations.
- Insights into best practices for invoice processing.
- Embrace of modern finance technology.

- Implementation of internal controls, risk management, and compliance.

Who Should Attend

This course is suitable for:

- Accounts Payable Clerks / Team Leaders / Managers
- Accounts Analysts
- Finance Assistants
- Finance Operations Managers
- Financial Controllers

Course Outline

Introduction to Accounts Payable

- Definition and Examples of Accounts Payable
- Current/Long-Term Liabilities
- Provisions
- Working Capital Management
- Role of Accounts Payable Staff

Accounts Payable – Trade Creditors

- Assessment of Suppliers
- Credit Requirements and Limits
- Cross-Supply Arrangements
- Payment Terms
- Warranty Arrangements
- Return of Goods

Purchase System

- Purchase Order and Requisition
- Pre-GRN Inspection
- Goods Received Note (GRN)
- Invoice Processing
- Post-Purchase Rejections

Recording

- Invoice Processing
- Three-Way Matching
- Inventory Updates
- A.T. Accounting
- Posting to Sub-Ledger

Payments

- Modes and Frequency of Payments

- Utilization of Credit Limits
- Month-End Closing Procedures

Other Liabilities

- A.T.
- Corporate Tax Liability
- Employee End-of-Service Benefits
- Proposed Dividends
- Other Liabilities

Internal Controls

- Monthly Reconciliation of Sub-Ledger
- Regular Confirmation of Balances
- Regular Review of Creditors Reports
- Age Analysis of Creditors
- Review of Credit Limits Utilization
- Write-back of Provisions

Case Study

- Complete Cycle of Accounts Payable

Copyright and intellectual property
This course, "Accounts Payable Training Course", is an original course by Xcelerate Training Institute. All materials, content and structure are the intellectual property of Xcelerate Training Institute. Reproduction, distribution or use of any part of this course without written consent is prohibited.

Registration Form

Accounts Payable Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
+491631686678

Email this form
info@x8ti.com

Register online
Open the course page