ACCOUNTS PAYABLE: FROM CONCEPTS TO PRACTICAL APPLICATION



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GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Accounts Payable: From Concepts to Practical Application Training Course takes participants from the fundamentals of the payables function to confident daily execution. Payables carries a large share of an organisation's cash outflows, and its accuracy decides whether suppliers trust the business and whether auditors find clean records. This course builds the concepts first, then applies them to real tasks. It explains the payables cycle, invoice handling, matching rules, and payment mechanics. Furthermore, it applies ledger entries, reconciliation, control design, and tax treatment. In addition, it develops exception handling and fraud awareness. As a result, participants move from understanding payables to performing the work correctly.

Accounts Payable: From Concepts to Practical Application Course Objectives

- Explain the payables function and its place in the purchase-to-pay cycle.
- Record supplier invoices, credit notes, and adjustments to the ledger.
- Apply three-way matching using purchase orders and goods receipts.
- Process exceptions, price variances, and supplier disputes.
- Prepare payment runs and apply banking file controls.
- Capture early settlement discounts and avoid late payment penalties.
- Reconcile supplier statements, subledgers, and control accounts.
- Apply segregation of duties and authorisation limits to payments.
- Identify duplicate payments and bank detail fraud indicators.
- Apply VAT and withholding tax rules to supplier invoices.

Course Methodology

- Interactive lectures with hands-on payables process cases.

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- Guided invoice processing, matching, and journal entry workshops.
- Reconciliation and supplier statement resolution exercises.
- Payment run preparation and exception handling practice.
- Structured peer review with facilitator feedback on process accuracy.

Who Should Take This Course

- Accounts payable officers and clerks.
- Accounting assistants handling supplier transactions.
- Finance controllers and payables supervisors.
- Procurement and purchasing support staff.
- Shared services and transactional finance staff.
- Professionals new to payables or returning to the function.

Accounts Payable: From Concepts to Practical Application Course Outlines

Day 1: Payables Concepts and the Process Cycle

- Purpose of accounts payable and its stakeholders.
- The purchase-to-pay cycle from requisition to payment.
- Core documents: requisition, purchase order, goods receipt, invoice.
- Payables control account and subledger structure.
- Payment terms, credit periods, and supplier agreements.
- Roles and responsibilities in a payables team.
- Case study: mapping a complete payables workflow.

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Day 2: Invoice Processing and Matching in Practice

- Receiving, logging, and validating supplier invoices.
- Three-way matching step by step.
- Two-way matching for services and utilities.
- Handling price, quantity, and tax discrepancies.
- Credit notes, debit notes, and self-billed invoices.
- Expense claims and non-purchase order invoices.
- Workshop: processing a mixed invoice batch to completion.

Day 3: Payments, Discounts, and Reconciliation

- Payment run preparation and approval steps.
- Bank transfer, cheque, and electronic payment mechanics.
- Payment file validation and bank detail controls.
- Early settlement discount calculation and capture.
- Supplier statement reconciliation in practice.
- Clearing differences and resolving disputes.
- Workshop: reconciling a supplier account and clearing items.

Day 4: Accounting Entries, Controls, and Tax

- Journal entries for invoices, accruals, and credit notes.
- Period-end cut-off and goods received not invoiced.
- Segregation of duties and authorisation limits.
- Duplicate payment detection methods.
- Fraud indicators in invoices and bank details.

- VAT input tax recovery and withholding tax basics.
- Workshop: preparing payables entries and a control checklist.

Day 5: Reporting, Improvement, and Audit Readiness

- Supplier ageing analysis and payables reporting.
- Key payables performance indicators.
- Document retention and audit trail standards.
- Preparing evidence for internal and external audit.
- Automation, e-invoicing, and workflow basics.
- Personal action planning for the payables role.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Accounts Payable: From Concepts to Practical Application, participants will gain a thorough understanding of the payables function, invoice processing and matching, payment and discount handling, ledger entries and reconciliation, internal controls, fraud awareness, and supplier tax treatment. They will also acquire practical skills in invoice processing and three-way matching, payment run preparation and discount capture, reconciliation and difference resolution, and payables control and audit readiness. In addition, the course prepares them to perform the work accurately from day one. Gentex Training Center delivers this programme with a strong focus on practical execution and measurable process accuracy.

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FAQs for Accounts Payable: From Concepts to Practical Application course

Q1 What is the "Accounts Payable: From Concepts to Practical Application" course about?

It is a five-day programme that builds payables knowledge and then applies it to real tasks. It covers the purchase-to-pay cycle, invoice processing and three-way matching, payment runs and discounts, ledger entries, reconciliation, controls, fraud awareness, and tax treatment.

Q2 What are the key benefits of the "Accounts Payable: From Concepts to Practical Application" course?

Participants move from theory to competent execution quickly. The course reduces processing errors and rework, improves matching and exception handling, cuts duplicate payments and late penalties, speeds reconciliation, strengthens control and audit readiness, and gives the team consistent, repeatable ways of working.

Q3 What skills will I gain from the "Accounts Payable: From Concepts to Practical Application" course?

Participants gain invoice processing and three-way matching, payment run preparation and discount capture, reconciliation and difference resolution, and payables control and audit readiness. These four skills cover the practical core of day-to-day payables work.

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Q4 What tools, methods, or standards are covered in the "Accounts Payable: From Concepts to Practical Application" course?

The course covers the purchase-to-pay cycle, requisition, purchase order and goods receipt documentation, the payables control account and subledger structure, payment terms and credit periods, invoice logging and validation, three-way and two-way matching, tolerance and variance handling, credit note and self-billed invoice processing, non-purchase order and expense claim handling, payment run preparation and approval steps, bank transfer, cheque and electronic payment mechanics, payment file validation and bank detail controls, early settlement discount calculation, supplier statement reconciliation, subledger to general ledger reconciliation, journal entries for invoices and accruals, period-end cut-off and goods received not invoiced, segregation of duties matrices, authorisation limits, duplicate payment detection methods, invoice and bank detail fraud indicators, VAT input tax recovery, withholding tax basics, supplier ageing analysis, payables performance indicators, document retention and audit trail standards, and e-invoicing and workflow automation.

Q5 How is the "Accounts Payable: From Concepts to Practical Application" course applied in real-world practice?

Participants apply the methods to live tasks. They log and validate invoices, run three-way matches, clear exceptions, calculate and capture discounts, prepare payment runs, reconcile supplier accounts, post accrual entries, run duplicate payment checks, and prepare ageing and audit evidence. Many leave with a matching checklist, a reconciliation template, and a payment run checklist ready to use immediately.

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