ACCOUNTS PAYABLE



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

Introduction

The Accounts Payable Training Course builds the operational skill and control discipline that keeps supplier payments accurate, timely, and protected. Payables sits at the meeting point of finance, procurement, and suppliers, and small process failures there create duplicate payments, missed discounts, strained vendor relationships, and audit findings. This course walks through the whole payables cycle, from invoice receipt to reconciliation and reporting. It covers three-way matching, payment runs, ledger reconciliation, and vendor management. Furthermore, it applies internal control design, VAT treatment, and fraud prevention routines. As a result, participants run a payables function that is efficient, controlled, and audit-ready.

Accounts Payable Course Objectives

- Explain the role of accounts payable within the finance function and the purchase-to-pay cycle.
- Apply three-way matching to invoices, purchase orders, and goods receipts.
- Process invoices, credit notes, and adjustments accurately against the ledger.
- Manage payment runs, payment methods, and cash timing.
- Capture early settlement discounts and avoid late payment penalties.
- Reconcile supplier statements and resolve discrepancies.
- Maintain accurate vendor master data and verify supplier details.
- Apply segregation of duties and authorisation controls to payments.
- Detect and prevent duplicate, fraudulent, and irregular payments.
- Apply VAT and withholding tax rules to supplier invoices.

Course Methodology

- Interactive lectures with real payables process and control cases.

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- Three-way matching, exception handling, and payment run workshops.
- Reconciliation and supplier statement resolution exercises.
- Fraud indicator and control testing practice on sample payment data.
- Structured peer review with facilitator feedback on process improvements.

Who Should Take This Course

- Accounts payable officers and clerks.
- Finance controllers and accounts payable supervisors.
- Accounting and shared services staff.
- Procurement and purchasing officers.
- Internal auditors reviewing payables controls.
- Finance professionals handling supplier payments and reconciliations.

Accounts Payable Course Outlines

Day 1: The Payables Cycle and Role

- Accounts payable position within the finance function.
- The purchase-to-pay cycle end to end.
- Requisition, purchase order, goods receipt, and invoice flow.
- Key documents and their control purpose.
- Master data, vendor codes, and payment terms.
- Payables calendars and cut-off dates.
- Case study: mapping a payables process from start to finish.

Day 2: Invoice Processing and Matching

- Invoice receipt channels and validation.
- Three-way matching: invoice, purchase order, goods receipt.
- Two-way matching for service and utility invoices.
- Handling exceptions, price differences, and quantity disputes.
- Credit notes, debit notes, and adjustments.
- Non-purchase order and expense claim processing.
- Workshop: processing a batch of invoices with exceptions.

Day 3: Payments, Reconciliation, and Vendor Management

- Payment run preparation and approval flow.
- Payment methods: bank transfer, cheque, and electronic payments.
- Early settlement discount capture and payment timing.
- Bank reconciliation and unreconciled item resolution.
- Supplier statement reconciliation and dispute handling.
- Vendor master data maintenance and change verification.
- Workshop: reconciling a supplier statement and clearing differences.

Day 4: Controls, Fraud Prevention, and Risk

- Segregation of duties in the payables process.
- Authorisation limits and approval hierarchies.
- Duplicate payment detection techniques.
- Invoice and bank detail fraud indicators.
- Vendor bank account change controls and callback verification.
- Continuous control monitoring and exception reports.

- Workshop: reviewing sample payments for fraud red flags.

Day 5: Tax, Reporting, and Process Improvement

- VAT treatment of supplier invoices and input tax recovery.
- Withholding tax identification and treatment.
- Supplier ageing analysis and payables reporting.
- Accruals, provisioning, and period-end payables cut-off.
- Key payables performance indicators.
- Process automation, e-invoicing, and document workflow.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Accounts Payable, participants will gain a thorough understanding of the purchase-to-pay cycle, three-way matching, payment processing, reconciliation, internal controls, fraud prevention, and tax treatment of supplier invoices. They will also acquire practical skills in invoice processing and matching, payment run and discount management, reconciliation and dispute resolution, and payables control design. In addition, the course prepares them to deliver a controlled, efficient payables function. Gentex Training Center delivers this programme with a strong focus on practical process execution and measurable control improvement.

FAQs for Accounts Payable course

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Q1 What is the "Accounts Payable" course about?

It is a five-day programme on running the payables function accurately and under control. It covers the purchase-to-pay cycle, invoice processing and three-way matching, payment runs and discounts, reconciliation, vendor master management, internal controls, fraud prevention, and VAT treatment.

Q2 What are the key benefits of the "Accounts Payable" course?

Participants reduce payment errors, duplicate payments, and late penalties, all of which cost money directly. The course improves matching accuracy and exception handling, speeds up reconciliation and dispute resolution, strengthens fraud defenses around bank detail changes, tightens control documentation for audit, and helps the team capture settlement discounts reliably.

Q3 What skills will I gain from the "Accounts Payable" course?

Participants gain invoice processing and three-way matching, payment run management and discount capture, supplier reconciliation and dispute resolution, and payables control design and fraud prevention. These four skills cover the practical core of accounts payable work.

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Q4 What tools, methods, or standards are covered in the "Accounts Payable" course?

The course covers the purchase-to-pay cycle, requisition, purchase order and goods receipt documentation, three-way and two-way matching, exception and price variance handling, credit and debit note processing, non-purchase order invoice handling, payment run preparation and approval workflows, bank transfer, cheque and electronic payment methods, early settlement discount capture, bank reconciliation and unreconciled item resolution, supplier statement reconciliation, vendor master data maintenance, vendor bank account change controls with callback verification, segregation of duties matrices, authorisation limits and approval hierarchies, duplicate payment detection techniques, invoice and bank detail fraud indicators, continuous control monitoring and exception reports, VAT input tax recovery, withholding tax identification, supplier ageing analysis, accruals and period-end cut-off, payables performance indicators, and e-invoicing and document workflow automation.

Q5 How is the "Accounts Payable" course applied in real-world practice?

Participants apply the methods to their daily work. They validate and match invoices, clear exceptions, prepare and approve payment runs, capture discounts on time, reconcile supplier statements, resolve disputes, verify bank detail changes, run exception reports for duplicates, and prepare ageing and accrual reports. Many leave with a matching exception guide, a payment run checklist, and a fraud indicator checklist ready to use.