CERTIFIED ACCOUNTS PAYABLE SPECIALIST



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TRAINING CENTER

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Introduction

Certified Accounts Payable Specialist Training Course builds the operational competence and control discipline that defines a capable payables professional. Payables turns received goods and services into settled obligations, and errors there cost money directly: duplicate payments, missed discounts, late penalties, and audit findings all trace back to weak matching, poor master data, or absent controls. This course develops the specialist skill that prevents those losses. It covers the purchase-to-pay cycle, invoice processing, and payment execution. Furthermore, it applies three-way matching, reconciliation, vendor management, and internal control. In addition, it develops fraud prevention, tax handling, and performance measurement. As a result, participants run payables with accuracy, control, and professional confidence.

Certified Accounts Payable Specialist Course Objectives

- Explain the payables function within the purchase-to-pay cycle.
- Process invoices, credit notes, and adjustments to agreed standards.
- Apply three-way matching against purchase orders and goods receipts.
- Handle exceptions, price variances, and supplier disputes systematically.
- Prepare and control payment runs using approved payment methods.
- 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.
- Detect and prevent duplicate payments and bank detail fraud.
- Apply VAT and withholding tax rules and prepare payables reporting.

Course Methodology

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- Interactive lectures with practical payables process and control cases.
- Invoice processing, matching, and journal entry workshops.
- Reconciliation and supplier statement resolution exercises.
- Payment run preparation and fraud indicator testing practice.
- Structured peer review with facilitator feedback on process quality.

Who Should Take This Course

- Accounts payable officers and specialists.
- Finance controllers and payables supervisors.
- Accounting and shared services staff.
- Procurement support and purchasing officers.
- Internal auditors reviewing payables controls.
- Professionals preparing for payables certification.

Certified Accounts Payable Specialist Course Outlines

Day 1: The Payables Function and Process Cycle

- Payables role within the purchase-to-pay cycle.
- Core documents: requisition, purchase order, goods receipt, invoice.
- Payables control account and subledger structure.
- Payment terms, credit periods, and supplier agreements.
- Vendor master data and supplier onboarding controls.
- Roles and responsibilities within a payables team.
- Case study: mapping a payables process and its control points.

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Day 2: Invoice Processing and Three-Way Matching

- Invoice receipt channels, logging, and validation.
- Three-way matching step by step using ERP records.
- Two-way matching for services, utilities, and rent.
- Tolerance rules and price or quantity variance handling.
- Credit notes, debit notes, and correction processing.
- Non-purchase order invoices and expense claims.
- Workshop: processing a mixed invoice batch with exceptions.

Day 3: Payments, Discounts, and Reconciliation

- Payment run preparation and approval workflow.
- Payment methods: transfer, cheque, and electronic payments.
- Banking file validation and payment authorisation controls.
- Early settlement discount calculation and capture.
- Payment timing and cash impact considerations.
- Supplier statement reconciliation and difference clearing.
- Workshop: reconciling a supplier account and clearing items.

Day 4: Accounting Entries, Controls, and Fraud

- Journal entries for invoices, accruals, and credit notes.
- Period-end cut-off and goods received not invoiced.
- Segregation of duties and authorisation limit design.
- Duplicate payment detection techniques and tools.
- Bank detail and invoice fraud indicators.

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

Day 5: Tax, Reporting, and Professional Practice

- VAT treatment of supplier invoices and documentation.
- Withholding tax identification and treatment.
- Supplier ageing analysis and payables reporting.
- Key payables performance indicators and benchmarks.
- Document retention, audit trails, and audit readiness.
- Automation, e-invoicing, and process improvement.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Certified Accounts Payable Specialist, participants will gain a thorough understanding of the purchase-to-pay cycle, invoice processing and three-way matching, payment execution and discount capture, reconciliation and accounting entries, internal controls and fraud prevention, and tax treatment and payables reporting. They will also acquire practical skills in invoice processing and three-way matching, payment run control and discount capture, reconciliation and payables accounting entries, and payables control design, fraud prevention and reporting. In addition, the course prepares them to perform as a confident, certified payables specialist. Gentex Training Center delivers this programme with a strong focus on practical execution and measurable process accuracy.

FAQs for Certified Accounts Payable Specialist course

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Q1 What is the "Certified Accounts Payable Specialist" course about?

It is a five-day programme on performing and controlling the accounts payable function. It covers the purchase-to-pay cycle, invoice processing and three-way matching, payment runs and discount capture, reconciliation, accounting entries, internal controls, fraud prevention, and tax treatment.

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

Participants reduce payment errors and protect cash and supplier relationships. The course improves matching accuracy and exception handling, cuts duplicate payments and late penalties, increases discount capture, speeds reconciliation, strengthens control documentation for audit, and builds the professional knowledge expected of a certified payables specialist.

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

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

Q4 What tools, methods, or standards are covered in the "Certified Accounts Payable Specialist" 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, vendor master data and onboarding controls, invoice logging and validation, three-way and two-way matching, tolerance rules and variance handling, credit note and correction processing, non-purchase order invoice handling, payment run preparation and approval workflows, bank transfer, cheque and electronic payment methods, banking file validation and payment authorisation, 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 and authorisation limits, duplicate payment detection techniques, bank detail and invoice fraud indicators, VAT input tax recovery, withholding tax treatment, supplier ageing analysis, payables performance indicators, document retention and audit trail standards, and e-invoicing and automation.

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

Participants apply the methods to their daily payables work. They validate and match invoices, clear exceptions, prepare and approve payment runs, capture discounts on time, reconcile supplier statements and control accounts, post accrual entries, run duplicate payment checks, verify bank detail changes, prepare VAT and ageing reports, and assemble audit evidence. Many leave with a matching exception guide, a payment run checklist, and a fraud indicator checklist ready to use.