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FM185A:
Accounting Payable and Budget control Best Practices

Training Description:

This intensive five-day training course focuses on enhancing the efficiency, compliance, and strategic value of the Accounts Payable (AP) process while ensuring robust budget control practices. Participants will explore industry best practices, technological innovations, risk management techniques, and internal controls essential for modern financial operations. Through a mix of real-world case studies, practical exercises, and expert-led discussions, attendees will gain actionable skills to optimize financial workflows and support organizational goals.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the end-to-end Accounts Payable cycle and its impact on financial health
- ✓ Apply best practices in invoice processing, approvals, and vendor management
- ✓ Strengthen internal controls to prevent fraud and ensure regulatory compliance
- ✓ Develop, manage, and monitor budgets effectively
- ✓ Align AP processes with corporate budgetary goals for better financial control
- ✓ Leverage automation and technology tools to improve AP efficiency
- ✓ Analyze AP and budget reports to make informed business decisions

Training Designed for:

This course is intended for Accounts Payable Officers/Clerks, Budget Officers/Analysts, Finance Managers, Accounting Staff, Internal Auditors, Financial Controllers, Procurement Professionals involved in invoice and payment processing and Anyone responsible for financial operations, compliance, or reporting.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ **Introduction to Accounts Payable and Budget Control**
  - Overview of the Accounts Payable Process
  - Role of AP in the Financial Supply Chain
  - Importance of Budget Control in Organizational Success
  - Key Challenges and Trends in AP and Budgeting
  - AP and Budget Control Policies and Procedures
  - Understanding Key Terminologies: Invoices, Purchase Orders, Vouchers, Encumbrances
  - Setting up Effective AP and Budgeting Teams
- ❖ Activities: Case studies on poor AP practices; group discussion

DAY TWO:

- Best Practices in Accounts Payable Processing
  - Invoice Receipt, Verification, and Approval Workflows
  - Three-way Matching (PO, Receipt, Invoice)
  - Dealing with Exceptions and Discrepancies
  - Early Payment Discounts and Payment Terms Negotiation
  - Vendor Management and Relationship Building
  - Preventing AP Fraud and Errors
  - Best Practices for Recordkeeping and Document Management
  - AP Compliance: Tax, Legal, and Audit Requirements
- Activities: AP process mapping exercise; fraud scenario workshop

DAY THREE:

- Budget Development and Implementation
  - Types of Budgets (Operating, Capital, Cash Flow)
  - Budget Planning Techniques (Top-Down, Bottom-Up, Zero-Based)
  - Budget Preparation Steps and Timelines
  - Budget Approval and Communication
  - Linking Budgeting to Strategic Planning
  - Common Budgeting Pitfalls and How to Avoid Them
- Activities: Budget planning simulation; group budget development exercise

DAY FOUR:

- Budget Control, Monitoring, and Reporting
  - Techniques for Budget Monitoring and Variance Analysis
  - Tools for Budget Tracking (Spreadsheets, ERP systems, BI Tools)
  - Managing Budget Revisions and Re-forecasts
  - Reporting Financial Performance to Stakeholders
  - Cost Control Strategies and Spending Management
  - Integrating AP Data into Budget Monitoring
- Activities: Variance analysis workshop; hands-on reporting exercise

DAY FIVE:

- Technology, Automation, and Future Trends
  - AP Automation: OCR, AI, and E-Invoicing
  - Using ERP Systems for AP and Budget Control (SAP, Oracle, etc.)
  - Robotic Process Automation (RPA) in Financial Operations
  - Best Practices for Selecting and Implementing Financial Systems
  - Future Trends in AP and Budgeting (Blockchain, AI, Predictive Analytics)
  - Course Review, Q&A, and Action Planning
- Activities: AP automation demo; action plan development for participants
- Course Conclusion
- POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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