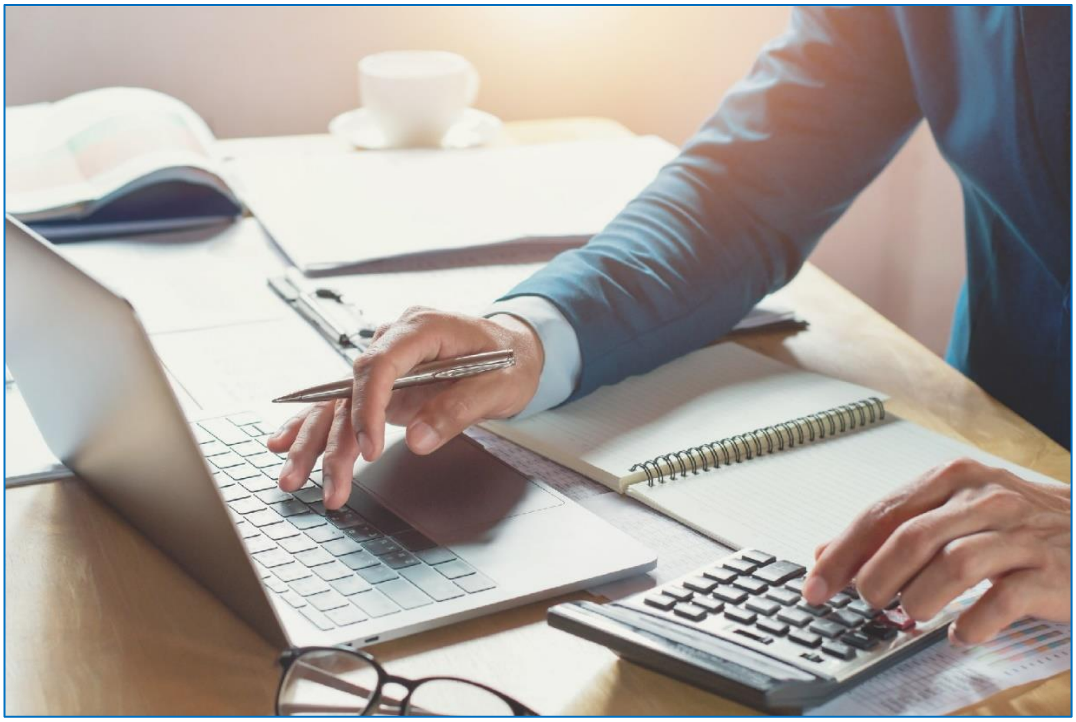
Tel No:+97126654546 |Fax No:+97126654182|Email: training@cmc-me.com|www.cmc-me.com



FM185:

Accounting Payable Tracking and Budget Control Best Practices

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Training Description:

This training course provides businesses and other organizations with a strong sense of where they stand against industry leaders and shows them how to take their services and organizational processes to state-of-the-art levels.

The organisation of the accounts payable & Budget control function and the management of the accounts payable role are of vital importance to the effective control of working capital and therefore cash flow. Documented strategies and tactics employed by highly admired companies are presented both successful and unsuccessful to illustrate the real-world functionality of each process and approach.

Training Highlights:

- The importance of the accounts payable function and the need for effective and efficient controls
- The role of Accounts Payable Management in the control of the Working Capital of an organization
- How to create effective Accounts Payable Dashboards to track and present department KPI's
- How to motivate and engage Accounts Payable Staff
- The importance of reviewing international "best practices" to continual improve Accounts Payable operating performance
- Identify the principal factors required to produce a successful business case
- Develop budgeting and financial skills required for better decision-making
- Identify sources of financial and business data to support the budgeting process

Training Objectives:

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

- ✓ Identify the function of accounts payable and its role in organizations
- ✓ Use accounting principles related to accounts payable
- ✓ Describe how to take a successful lead in the management of accounts payable
- ✓ Assess AP operations and processes and recommend improvements using the latest best practices
- ✓ Apply tools and techniques in Microsoft Excel to effectively manage and monitor accounts payable performance
- ✓ Understand the importance of a well-defined budget process
- ✓ Learn costing and budgeting terminology used in business
- ✓ Master techniques for cost-benefit analysis
- ✓ Learn how to construct profit, cash and balance sheet plans and budgets
- ✓ Learn how to evaluate variances from plan and identify corrective actions

Training Designed for:

This course is intended for Finance Executives, Accounts Payable Managers and Supervisors, Accounts Payable Staff, Others who are working within accounts payable process or who wish to develop a practical toolkit to complement their existing professional or technical skills.

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."

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This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse.

Training Program:

FIVE DAYS:

- The Big Picture: Accounts Payable and the Financial Health of Organizations
  - The Important Role of Accounts Payable (AP)
  - The Meaning of Managing Accounts Payable
  - The Functions of Management
  - The Functions of Accounts Payable Department and Role of AP Staff
  - Accounts Payable Impact on Working Capital and Cash Management
- Accounting for Accounts Payable
  - Accounting Essentials for Accounts Payable
  - Accounts Payable Terminology
  - General Ledger and Sub-Ledger
  - Month End Accounting Entries and Accruals
  - Control Account Reconciliations
  - Developing a Reconciliation Plan for the
  - Sub-Ledger
- Key Topics in Accounts Payable Management
  - Applying Best Practices in your Organization
  - Identifying Proper Internal Controls
  - The Annual Audit as an Added Value
  - Impact of AP Outsourcing
  - Detecting Fraud in Accounts Payable
  - The Behavioural Side of Managing Accounts Payable Department
  - Using Excel in Managing Accounts Payable
  - Interface between Accounts Payable System and Excel
- Capital Budgeting and Investment Appraisal
  - The time value of money
  - Understanding Appraisal Techniques – Net Present Value (NPV), Internal Rate of Return (IRR) and Payback period
  - Selecting an appraisal technique
  - The use of Sensitivity analysis in evaluating projects
  - Strategic considerations in assessing capital projects
  - Creating an effective Capital Budgeting framework
  - Cost Analysis and Management
  - Costs as a relationship to outputs – cost/volume/price relationship
  - Benefit-cost analysis
- Budget Construction and Control
  - Nature and purpose of budgets for planning and control
  - Types of budgets and budgeting
  - Creating Key Performance Indicators for financial and non financial performance
  - Building a budget

- Budgetary control and variance analysis
- Budgeting for non-financial measures -introducing the Balanced Scorecard
- Full Costing, Marginal Costing and Activity Based Costing
- Comparing full and marginal costing

❖ 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:

TBA 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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