Dear all,

## RE: [Accounts Payable Training Course](https://bit.ly/2J3NP23)

## [FineResults Research Services](https://bit.ly/38Amsa7) would like to invite you to high impact training on [Accounts Payable Training Course](https://bit.ly/2J3NP23) to be held in Nairobi from 01/06/2020 to 05/06/2020

**COURSE PROFILE**

## Course Name: [Accounts Payable Training Course](https://bit.ly/2J3NP23)

**Date:** **01/06/2020 to 05/06/2020**

**Duration: 5 Days**

**Venue: FineResults Research Training Centre, Nairobi, Kenya**

**Cost: USD 800**

**Online Registration**: [REGISTER HERE](https://bit.ly/2J3NX1x)

**INTRODUCTION**

This Accounts Payable 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. 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. By attending this training course, participants will understand the importance of the accounts payable function with regard to its links with the supply chain and cash flow; the integrated systems of purchase order processing, stock (inventory) control, purchase ledger and cash payments and their links with the general ledger; how to effectively manage cash and working capital to reduce costs and improve cash flow; the impact of risk and uncertainty on the business and its impact on accounts payable and cash flow and how leading companies from across the globe are achieving best practice in Accounts Payable.

**DURATION**

5 Days

**COURSE OBJECTIVES**

This training course aims to enable participants to achieve the following objectives:

* Work effectively with the fundamentals of accounts payable, financial accounting and the supply chain
* Understand and apply the fundamentals of accounts payable systems
* Review and comment on payment methods and cash management
* Analyse the need to incorporate risk and uncertainty into accounts payable analysis
* Identify best practice across all industries

**COURSE OUTLINE**

**Module 1:**

**Accounts Payable, Financial Accounting and the Supply Chain**

* Accounting and financial information: Accounts Payable in context
* Sources of finance
* The supply chain
* Financial position and financial performance
* Cash flow and Working Capital
* Why is cash flow so important?

**Module 2:**

**Achieving World Class in Accounts Payable Processes**

* Defining Best Practice in AP
* Moving beyond P2P
* Managing Risk
* Principles of Best Practice
* End to End AP Process
* Defining the issues in Accounts Payable

**Module 3:**

**Improving Invoice Processing and Operational Management**

* Invoice Handling and Approval Processes
* Verifying invoice data
* Paying “low value” items
* How to avoid duplicate payments
* Making the best use of staff time: limiting telephone calls to AP
* Does Petty cash management belong in Accounts Payable?

**Module 4:**

**Harnessing Technology in Accounts Payable Processes**

* Master Vendor File Management – getting it right from the start
* Travel & Entertainment
* Policy management
* Cash advances and employee reimbursement
* Process improvement through imaging and workflow
* Using the internet for AP effectiveness

**Module 5:**

**Making the Payments and Maintaining the Relationships**

* Communications & Customer Relations
* Payments status information for vendors and internal customers
* Improving Procure to Pay(P2P)Cycle
* Payments and Payment Solutions: Accounts Payable or Treasury?

**TRAINING CUSTOMIZATION**

This training can also be customized for your institution upon request. You can also have it delivered your preferred location.

For further inquiries, please contact us through Mobile: +254 759 285 295or Email: training@fineresultsresearch.org

**REQUIREMENTS**

Participants should be reasonably proficient in English. During the trainings, participants should come with their own laptops.

**TRAINING FEE**

The course fee covers the course tuition, training materials, two break refreshments, lunch, and study visits.

**ACCOMMODATION**

Accommodation is arranged upon request. For reservations contact us through Mobile: +254 759 285 295 or Email: training@fineresultsresearch.org

**PAYMENT**

Payment should be transferred to FineResults Research Limited bank before commencement of training. Send proof of payment through the email: training@fineresultsresearch.org

**CANCELLATION POLICY**

• All requests for cancellations must be received in writing.

• Changes will become effective on the date of written confirmation being received.

 [Visit our website for more details](https://bit.ly/2pzFkWp)

**How to participate**

[Individual Registration](https://bit.ly/2J3NX1x)

**Contact information**

**Email:** training@fineresultsresearch.org

**TEL:** +254 732 776 700 / +254 759 285 295

**Website:** [fineresultsresearch.org/training/](https://bit.ly/2IWjXW8)

**Visit our** [face book page](https://bit.ly/2lOxV36)

**Visit our** [linkedin page](https://bit.ly/38qa4uE)

**Visit our** [twitter account](https://bit.ly/38oZRi7)