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Course Name

Invoice and Payment Process Optimization

Sector Name

Finance, Accounting and Banking

Document Type

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Invoice and Payment Process Optimization

Course Introduction

This course designed to help finance, procurement, and accounts payable professionals enhance the accuracy, efficiency, and compliance of their invoice and payment processes. The program focuses on streamlining approval workflows, reducing manual errors, ensuring adherence to regulatory standards, and leveraging automation tools such as RPA, AI, and ERP systems to optimize financial operations. Through real-world case studies, interactive workshops, and hands-on exercises, participants will learn how to improve invoice processing, accelerate payments, and reduce operational costs.

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Invoice and Payment Process Optimization

Target Audience

- ✓ Accounts Payable Professionals
- ✓ Procurement Officers
- ✓ Finance Managers
- ✓ Invoice Analysts
- ✓ Compliance Officers
- ✓ Business Process Analysts
- ✓ Financial Operations Teams

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Invoice and Payment Process Optimization

Learning Objectives

- ✓ Understand the key components of an efficient invoice-to-pay (I2P) process.
- ✓ Improve invoice accuracy through standardized procedures and data validation techniques.
- ✓ Streamline approval workflows using best practices and automation.
- ✓ Ensure compliance with internal policies and external regulations (e.g., tax, accounting standards).
- ✓ Leverage automation tools like RPA, OCR, and ERP systems to enhance payment efficiency.
- ✓ Identify and mitigate common bottlenecks in the invoice and payment cycle.
- ✓ Develop a strategic approach to continuous improvement in financial processes.

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Invoice and Payment Process Optimization

Course Outline

✓ DAY 01

Introduction to Invoice and Payment Processes

- ✓ Overview of the invoice-to-pay (I2P) lifecycle
- ✓ Key stakeholders and roles in the payment cycle
- ✓ Common challenges in invoice management
- ✓ Importance of accuracy, compliance, and efficiency
- ✓ Case study: Real-world examples of inefficient payment processes

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Course Outline

✓ Day 02

Invoice Accuracy and Error Reduction

- ✓ Best practices for invoice data entry and validation
- ✓ Matching invoices to purchase orders and receipts (3-way match)
- ✓ Reducing human error through standardization and automation
- ✓ Tools for invoice verification and reconciliation
- ✓ Case study: Reducing invoice errors at a mid-sized enterprise

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Course Outline

✓ Day 03

Streamlining Approval Workflows

- ✓ Designing efficient approval hierarchies
- ✓ Role-based access and workflow automation
- ✓ Integration with ERP and accounting systems
- ✓ Managing exceptions and escalations
- ✓ Case study: Automating approvals in a global organization

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Course Outline

✓ Day 04

Compliance and Risk Management in Payments

- ✓ Regulatory requirements for invoicing and payments
- ✓ Tax compliance (VAT, GST, etc.)
- ✓ Internal audit and control mechanisms
- ✓ Managing fraud, duplicate payments, and non-compliant invoices
- ✓ Case study: Preventing fraud in a high-volume AP environment

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Course Outline

✓ Day 05

Automation in Invoice & Payment Processes

- ✓ Introduction to automation tools: RPA, AI, OCR, and ERP integration
- ✓ Benefits of automation in invoice processing and payment execution
- ✓ Measuring performance: KPIs and metrics for I2P

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 18, 2027	Jan. 22, 2027	5 days	5950.00 \$	USA , Los Angeles
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 6, 2027	Sept. 10, 2027	5 days	4250.00 \$	UAE , Dubai
Dec. 27, 2026	Dec. 31, 2026	5 days	4250.00 \$	KSA , Riyadh

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