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Course Name

Accounts Payable from Accounting to Management - Intermediate Level

Sector Name

Finance, Accounting and Banking

Document Type

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Accounts Payable from Accounting to Management - Intermediate Level

Course Introduction

Accounts Payable (AP) has evolved from a purely transactional accounting function into a strategic component of financial management and organizational performance. Beyond processing invoices and payments, modern accounts payable functions play a critical role in cash flow management, internal control, supplier relationships, compliance, and operational efficiency.

Recognizing this shift, **BOOST** has designed **the Accounts Payable: From Accounting to Management course** for professionals who already possess a basic understanding of accounts payable processes and are now expected to manage, improve, or oversee AP activities. This intermediate-level program focuses on elevating participants' perspective from routine processing to effective control, analysis, and management of the accounts payable function.

The course explores how accounts payable policies, procedures, and controls support financial accuracy, regulatory compliance, audit readiness, and working capital optimization. Participants learn how to identify inefficiencies, manage risks, strengthen controls, and align AP operations with broader finance and business objectives.

Through structured explanations, applied examples, and practical discussions, participants develop the skills and confidence needed to manage accounts payable operations effectively, contribute to financial decision-making, and support continuous improvement within the finance function.

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Target Audience

- ✓ Accounts payable officers and supervisors
- ✓ Senior accounting and finance staff
- ✓ Finance operations and shared services professionals
- ✓ Financial controllers and assistant controllers
- ✓ Internal audit and compliance staff supporting finance
- ✓ Procurement and contract management professionals interacting with AP
- ✓ Professionals preparing for AP leadership or supervisory roles

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Learning Objectives

- ✓ Understand the strategic role of accounts payable in financial management
- ✓ Apply advanced accounts payable concepts beyond transaction processing
- ✓ Strengthen internal controls and compliance within AP operations
- ✓ Manage accounts payable processes efficiently and consistently
- ✓ Identify risks, inefficiencies, and improvement opportunities in AP workflows
- ✓ Support cash flow management and working capital optimization
- ✓ Interpret AP-related reports and performance indicators
- ✓ Contribute to audit readiness and continuous improvement initiatives

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Course Outline

✓ DAY 01

Accounts Payable as a Financial Management Function

- ✓ Evolution of accounts payable from processing to management
- ✓ Role of AP in financial control and governance
- ✓ Integration between accounts payable, procurement, and finance
- ✓ Key responsibilities of AP professionals at an intermediate level
- ✓ Overview of AP risks and control objectives
- ✓ Common challenges in modern AP operations

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Course Outline

✓ Day 02

Accounts Payable Policies, Procedures, and Controls

- ✓ Purpose and structure of AP policies and procedures
- ✓ Invoice processing standards and approval workflows
- ✓ Segregation of duties and authorization controls
- ✓ Managing exceptions, overrides, and non-standard transactions
- ✓ Documentation, record-keeping, and audit trails
- ✓ Strengthening compliance through standardized procedures

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Course Outline

✓ Day 03

Managing AP Transactions and Supplier Relationships

- ✓ Invoice validation and three-way matching concepts
- ✓ Managing vendor master data and controls
- ✓ Payment processing and scheduling strategies
- ✓ Handling disputes, credit notes, and adjustments
- ✓ Communication with suppliers and internal stakeholders
- ✓ Impact of AP practices on supplier relationships

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Course Outline

✓ Day 04

AP Performance, Cash Flow, and Risk Management

- ✓ Role of AP in cash flow and working capital management
- ✓ Payment terms, discounts, and cost optimization
- ✓ Monitoring AP aging and liabilities
- ✓ Identifying and managing fraud and error risks
- ✓ Key performance indicators for AP effectiveness
- ✓ Supporting internal and external audits

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Course Outline

✓ Day 05

Improving and Managing the Accounts Payable Function

- ✓ Reviewing and assessing AP process effectiveness
- ✓ Identifying inefficiencies and automation opportunities
- ✓ Continuous improvement in AP operations
- ✓ Managing change and stakeholder expectations
- ✓ Aligning AP with organizational financial strategy
- ✓ Developing an AP improvement action plan
- ✓ Course review, reflection, and next steps

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 22, 2026	June 26, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 21, 2026	Sept. 25, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Dubai

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