



Consulting and Training | Reach New Heights

Course Name

Accounts Payable: Planning, Organizing and Achieving Best Practice

Sector Name

Finance, Accounting and Banking

Document Type

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Accounts Payable: Planning, Organizing and Achieving Best Practice

Course Introduction

Accounts Payable (AP) functions are no longer limited to invoice processing and payment execution. In modern organizations, AP plays a vital role in financial control, cash flow optimization, supplier relationships, compliance, and operational efficiency. Achieving best practice in accounts payable requires structured planning, effective organization of resources, strong internal controls, and continuous performance improvement.

To support this evolution, **BOOST** has developed the **Accounts Payable: Planning, Organizing, and Achieving Best Practice** course for professionals who already have practical experience in accounts payable and are ready to move toward a more structured, managerial, and performance-driven approach. This intermediate-level program focuses on strengthening participants' ability to plan AP activities, organize workflows and responsibilities, and align AP operations with organizational objectives.

The course emphasizes how sound planning and organization improve accuracy, reduce risk, enhance supplier confidence, and support audit readiness. Participants explore best-practice approaches to AP governance, process design, control

implementation, performance measurement, and continuous improvement.

Through structured explanations, applied examples, and practical discussions, participants develop the skills and confidence needed to manage accounts payable functions more effectively, support strategic financial goals, and drive sustainable operational excellence.

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Target Audience

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

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Learning Objectives

- ✓ Understand best-practice principles in accounts payable management
- ✓ Plan and organize accounts payable activities more effectively
- ✓ Strengthen governance, controls, and accountability within AP processes
- ✓ Improve efficiency and consistency of AP workflows
- ✓ Manage supplier interactions and payment processes professionally
- ✓ Support cash flow management and working capital objectives
- ✓ Use performance indicators to monitor and improve AP operations
- ✓ Contribute to continuous improvement and audit readiness initiatives

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Course Outline

✓ DAY 01

Accounts Payable Best Practice and Strategic Perspective

- ✓ Evolution of accounts payable toward best practice
- ✓ Role of AP in financial governance and control
- ✓ Aligning AP objectives with organizational strategy
- ✓ Key challenges facing AP functions
- ✓ Overview of AP best-practice frameworks
- ✓ Roles and responsibilities in AP management

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Course Outline

✓ Day 02

Planning Accounts Payable Operations

- ✓ Planning AP workloads and transaction volumes
- ✓ Structuring AP processes and timelines
- ✓ Integrating AP planning with procurement and finance cycles
- ✓ Managing resources and capacity in AP teams
- ✓ Establishing clear procedures and service standards
- ✓ Planning for peak periods and exceptions

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Course Outline

✓ Day 03

Organizing AP Processes and Controls

- ✓ Designing efficient AP workflows
- ✓ Segregation of duties and authorization structures
- ✓ Invoice processing, approvals, and documentation standards
- ✓ Managing vendor master data and controls
- ✓ Handling exceptions, disputes, and non-standard transactions
- ✓ Strengthening compliance and control effectiveness

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Course Outline

✓ Day 04

Performance Management, Risk, and Supplier Relations

- ✓ Measuring AP performance and productivity
- ✓ Key performance indicators for best-practice AP
- ✓ Managing AP-related risks and fraud exposure
- ✓ Cash flow management and payment strategies
- ✓ Managing supplier relationships and communication
- ✓ Supporting internal and external audits

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Course Outline

✓ Day 05

Continuous Improvement and Best-Practice Achievement

- ✓ Assessing AP process effectiveness
- ✓ Identifying improvement and optimization opportunities
- ✓ Introduction to automation and process enhancement concepts
- ✓ Managing change within AP functions
- ✓ Sustaining best practice through policies and training
- ✓ Developing an AP best-practice action plan
- ✓ Course review, reflection, and next steps

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	England , London
July 12, 2027	July 16, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 11, 2027	Oct. 15, 2027	5 days	4250.00 \$	UAE , Dubai
April 12, 2027	April 16, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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