

# aractech

Global Learning for Operational Leaders

FINANCE

SCHEDULE 1  
(From 1949)

Department of the Treasury  
Internal Revenue Service  
Married filing, on Form 1040, 1040-

Part 1 Additional Income

- 1 Taxable refunds, over-
- 2 Allowance received
- 3 Code of original de-
- 4 Business income
- 5 Other gains or
- 6 Rental real est
- 7 Farm incom
- 8 Other in

Part 2

10

11

ACCOUNTING AND FINANCE | F07

## Accounts Payable: Accounting and Management Best Practices

### Contact

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# Course content

## Why Attend

Accounts Payable (AP) is not just processing checks, mailing them, and filing backup paperwork. To effectively manage accounts payable, one must understand the AP department's building blocks, including, but not limited to, customer service, vendor management, check requests, and Purchase Orders (POs).

This course will discuss handling invoices, processing checks, preventing errors, conducting annual audits, and using technology in the department. You will also learn the best practices to adopt in your AP department and how to develop your department into an effective business partner.

## Course Methodology

- This course demonstrates theoretical and practical core topics and introduces Excel for managing accounts payable. The course also features role-playing and presentations by participants.

## Course Objectives

- Explain the function of Accounts Payable (AP) and its role in organizations
- Create efficient Accounts Payable process
- Utilize best practices to improve the AP function
- Take a successful lead in the management of Accounts Payable
- Evaluate main issues affecting AP staff to increase their efficiency and productivity
- Play a real business partner role in your organization

## Target Audience

- Managers of accounts payable, AP staff and professionals, clerks, and specialists who wish to advance their careers. The course is also beneficial to professionals in accounting, finance, purchasing, and procurement who work closely with accounts payable.
- Target Competencies
- Examining the role of accounts payable
- Performing month-end accruals

# Course outline

## Detailed course outline

Module-by-module outline for Accounts Payable: Accounting and Management Best Practices.

### Module 1 - The Important Role of AP

- The meaning of managing Accounts Payable
- The functions of management
- The big picture: Accounts Payable and the financial health of organizations
- The functions of the Accounts Payable department and the role of AP staff
- Impact of Accounts Payable on working capital and cash management

### Module 2 - Accounting Essentials for Accounts Payable

- Accounts Payable terminologies
- General ledger and sub-ledger
- Preparing for month-end close and accruals
- Assessing the AP department
- Accounts Payable controls

### Module 3 - Accounts Payable Processes and Best Practices

- Invoice handling and routing
- The three-way matching
- Methods of payment processing
- Maintaining the vendor master file
- Travel and Entertainment (T&E)
- Procurement Cards (P-Cards)

# Course outline

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Module-by-module outline for Accounts Payable: Accounting and Management Best Practices.

## Module 4 - Key Topics in Accounts Payable Management

- Continuous process improvement
- 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

## Module 5 - The Behavioral Side of Managing Accounts Payable Department

- Improving the image of the AP department
- Ways to motivate AP staff
- Organizing the AP department
- Closing the communication gap
- Dealing with internal and external disputes
- Importance of internal customer service

# Seminar dates

## Available seminar dates

Live dates and pricing for Accounts Payable: Accounting and Management Best Practices generated from the course details page.

Date	Location	Format	Fee
8 - 12 June 2026	Barcelona	Classroom	€2,695
6 - 10 July 2026	Frankfurt	Classroom	€2,275
10 - 14 August 2026	Rome	Classroom	€2,975
14 - 18 September 2026	Kuala lumpur	Classroom	€1,575
5 - 9 October 2026	Kuala lumpur	Classroom	€1,575
16 - 20 November 2026	Rome	Classroom	€2,975
7 - 11 December 2026	Munich	Classroom	€2,415
<b>Live online option</b>		Online delivery is available at €1,250.	