JUPITER PRIME
Consulting • Training • Advisory
جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Accounts Payable Processing and Controls Training Course

18 – 22 April 2027
Muscat

Accounts Payable Processing and Controls Training Course

Ref: 2199_81278 **Date:** 18 – 22 April 2027 **Location:** Muscat **Fees:** 5500 GBP

Accounts Payable Processing and Controls is a 1-week training course for accounts payable clerks and supervisors who key, match and release supplier invoices each day, and who leave with a payables desk control checklist for their unit. Suppliers, auditors and cash forecasters all rely on a clean invoice queue, so small keying slips now travel quickly into late fees and overpayments. Jupiter Prime Training delivers this course on accounts payable processing for frontline payables staff.

Why Accounts Payable Processing and Controls Matters Now

Three groups now judge the payables desk. Suppliers expect prompt, accurate remittances. Internal and external auditors sample vendor master changes and payment releases because that is where error and misuse concentrate. Finance leaders need dependable accrual and due-date figures for the cash forecast. A desk that processes carefully pays once, on time and to the right bank account; a careless desk leaks cash through duplicates, early payments and missed credits. The course rests on the segregation of duties principle and the internal control components found in widely used control frameworks.

Who Gains Most from Accounts Payable Processing and Controls

- Staff who receive, scan and key supplier invoices and credit notes
- Staff who match invoices with purchase orders and goods received notes
- Staff who set up and amend supplier records and bank details
- Staff who prepare payment proposals and remittance advices
- Supervisors who approve exceptions and review the payables ageing

A shared services payables team gains most when its clerks and supervisor attend together and agree one exception routine.

Accounts Payable Processing and Controls Capabilities

Participants learn to move each supplier invoice from mailbox to remittance with evidence at every hand-off.

- Apply three-way matching rules and price and quantity tolerances — for the invoice approver
- Test supplier master data changes against independent callback evidence — for the payables supervisor
- Build a weekly payment proposal that respects due dates and early settlement terms — for the cash forecaster
- Detect duplicate invoices using number, amount and date patterns — for the internal auditor
- Reconcile supplier statements to the payables sub-ledger and clear open items — for the month-end close

- Calculate desk metrics such as cost per invoice and first-pass match rate — for the finance manager

Key Accounts Payable Processing and Controls Terms

- Three-way match — comparing invoice, purchase order and goods received note before an invoice is approved for payment.
- Goods received note — the record confirming that ordered items or services arrived in the expected quantity and condition.
- Matching tolerance — the small price or quantity difference allowed before an invoice is routed to an exception queue.
- Vendor master file — the controlled list of supplier names, tax numbers, payment terms and bank account details.
- Payment proposal — the list of approved, due invoices selected for release in one scheduled payment run.
- Supplier statement reconciliation — agreeing a supplier's account statement with the payables ledger and explaining every difference.

Accounts Payable Processing and Controls Day by Day

Day 1: The Payables Desk in the Purchase Cycle

- Purchase-to-Pay Flow Map — Locating the Desk's Control Points
- Invoice Intake Channels — Choosing Scanning, Email or Portal Routes
- Segregation of Duties Matrix — Separating Keying, Approval and Release
- Payables Ageing Report — Reading What the Ledger Says Today
- Supplier Expectations and Payment Terms — Setting Desk Service Standards

Day 2: Invoice Coding and Three-Way Matching

- Invoice Validity Checklist — Rejecting Incomplete or Non-Compliant Invoices
- General Ledger and Cost Centre Coding — Posting Expenses to Correct Accounts
- Three-Way Matching Rules — Approving Invoices Against Orders and Receipts
- Price and Quantity Tolerances — Routing Variances to Exception Queues
- Credit Notes and Debit Memos — Recording Supplier Adjustments Promptly

Day 3: Supplier Records and Payment Runs

- Supplier Onboarding Form — Capturing Tax and Bank Details Once
- Bank Detail Change Callback — Blocking Payment Diversion Attempts
- Payment Proposal Selection — Balancing Due Dates and Settlement Discounts
- Payment File Approval — Applying Dual Release Authority
- Remittance Advice Preparation — Answering Supplier Queries Before They Arise

Day 4: Duplicate Prevention and Period-End Work

- Duplicate Invoice Detection Tests — Matching Number, Amount and Date Patterns
- Recovered Overpayment Log — Tracking Credits Back From Suppliers
- Supplier Statement Reconciliation — Clearing Open Items and Missing Invoices
- Accruals for Goods Received Not Invoiced — Completing the Period Cut-Off
- Desk Metrics Dashboard — Reporting Cost per Invoice and Match Rate

Day 5: Practising the Payables Desk Control Checklist

- Invoice Batch Simulation — Applying Coding and Matching Rules
- Supplier Change Case — Applying Callback and Approval Steps
- Payment Run Rehearsal — Applying Proposal and Release Controls
- Statement Reconciliation Exercise — Applying Period-End Clearing Routines
- Completing the Payables Desk Control Checklist — Agreeing Owners and Frequency

Applying Accounts Payable Processing and Controls After the Course

- Run the duplicate invoice detection tests on the last quarter's paid invoices and log every recovery request raised.
- Reconcile the statements of the ten largest suppliers to the payables ledger and record the cause of each open difference.

Accounts Payable Processing and Controls Questions FAQ

What is accounts payable processing, and why does it matter now?

Accounts payable processing is the daily work of receiving, matching, approving and paying supplier invoices. It matters now because suppliers, auditors and cash forecasters all depend on accurate, timely payments and clean supplier records.

Which roles gain most from accounts payable processing training?

Payables clerks who key and match invoices gain most, along with supervisors who approve exceptions and payment runs.

How does accounts payable processing training differ from a payables management course?

It focuses on core desk routines at clerk and supervisor level. A longer management course covers operating model design and automation strategy, while this course drills matching, supplier records, payment runs and reconciliation.

What do you bring back from accounts payable processing training?

You bring back a payables desk control checklist drafted during the course. It lists each daily, weekly and monthly control, its owner and the evidence kept.

Accounts Payable Processing and Controls: The Way Forward

The payables desk control checklist becomes the shared routine a supervisor reviews each week. Its first use is confirming who may change supplier bank details and how callbacks are evidenced, and clerks and approvers both work from it. After the first month-end close, revisit the matching tolerances and duplicate tests against the exceptions actually raised.