



# دورة تدريبية حول المحاسبة والمنظور الإداري وأفضل ممارسات في الحسابات الدائنة



## دورة تدريبية حول الرقابة والتهنظور الإداري وأفضل ممارسات في الحسابات الدائنة

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### Course Overview:

This course is a complete program designed to equip finance professionals with the latest strategies and techniques in accounts payable management. This course delves into essential aspects of cash flow management, financial accounting, and supply chain integration. Participants will explore advanced accounts payable systems, risk management in accounts payable, and cash management strategies. The course also covers invoice processing techniques, vendor file management, and the procure to pay cycle. Through interactive sessions, case studies, and practical exercises, participants will gain insights into accounts payable automation, compliance, and improving accounts payable processes. This training will enable finance executives and accounts payable supervisors to enhance operational efficiency and achieve best practices in accounts payable management.

### Target Audience:

- Finance Executives and Professionals
- Accountants
- Accounts Payable Supervisors
- Accounts Payable Personnel

### Targeted Organizational Departments:

- Finance Department
- Accounts Payable Department
- Treasury Department
- Procurement Department
- Supply Chain Management

### Targeted Industries:

- Manufacturing
- Retail
- Healthcare
- Finance and Banking
- Technology
- Logistics and Supply Chain
- Public Sector

## Course Offerings:

By the end of this course, participants will be able to:

- Implement best practices in accounts payable management
- Enhance cash flow management strategies
- Optimize financial accounting and supply chain processes
- Apply advanced invoice processing techniques
- Manage accounts payable systems effectively
- Incorporate risk management into accounts payable practices
- Improve operational efficiency and compliance in accounts payable

## Training Methodology:

This course employs a blend of interactive training methodologies designed to engage participants and enhance learning outcomes. The methodologies include case studies that showcase real-world applications of accounts payable best practices, group work to foster collaboration and idea sharing, and interactive sessions to encourage participant engagement. Additionally, feedback sessions will be conducted to provide personalized guidance and address specific challenges faced by participants. Practical exercises and role-playing scenarios will enable participants to apply their learning in a controlled environment, ensuring they gain practical skills that can be immediately implemented in their organizations.

## Course Toolbox:

- complete course workbook
- Case study materials
- Online resources and reading materials
- Checklists and templates for accounts payable processes

## Course Agenda:

### Day 1: Introduction to Accounts Payable and Cash Flow Management

- Importance of Accounts Payable in Cash Flow Management Topic 1:
- Accounts Payable and Supply Chain Integration Topic 2:
- Overview of Purchase Order Processing and Inventory Control Topic 3:
- Linking Purchase Ledger and Cash Payments to the General Ledger Topic 4:
- Fundamentals of Cash Flow and Working Capital Management Topic 5:
- Role of Financial Position and Performance in Accounts Payable Topic 6:
- Recap of Key Learnings and Interactive Discussion Reflection & Review:

## Day 2: Achieving World-Class Accounts Payable Processes

- Defining Best Practices in Accounts Payable Topic 1: •
- Moving Beyond Procure to Pay P2P Topic 2: •
- Managing Risk in Accounts Payable Topic 3: •
- Principles of Best Practice in Accounts Payable Topic 4: •
- End-to-End Accounts Payable Process Topic 5: •
- Identifying and Addressing Issues in Accounts Payable Topic 6: •
- Daily Learnings and Best Practice Examples Reflection & Review: •

## Day 3: Improving Invoice Processing and Operational Management

- Invoice Handling and Approval Processes Topic 1: •
- Verifying Invoice Data Effectively Topic 2: •
- Strategies for Paying Low-Value Items Topic 3: •
- Avoiding Duplicate Payments Topic 4: •
- Optimizing Staff Time in Accounts Payable Topic 5: •
- Role of Petty Cash Management in Accounts Payable Topic 6: •
- Interactive Review of Operational Improvements Reflection & Review: •

## Day 4: Harnessing Technology in Accounts Payable Processes

- Master Vendor File Management - Getting It Right from the Start Topic 1: •
- Travel & Entertainment Policy Management Topic 2: •
- Managing Cash Advances and Employee Reimbursement Topic 3: •
- Process Improvement through Imaging and Workflow Topic 4: •
- Utilizing the Internet for Accounts Payable Effectiveness Topic 5: •
- Technology Solutions for Enhancing Accounts Payable Efficiency Topic 6: •
- Collaborative Discussion and Feedback Reflection & Review: •

## Day 5: Making Payments and Maintaining Relationships

- Effective Communication and Customer Relations in Accounts Payable Topic 1: •
- Providing Payment Status Information for Vendors and Internal Customers Topic 2: •
- Improving the Procure to Pay P2P Cycle Topic 3: •
- Exploring Payment Solutions: Accounts Payable vs. Treasury Topic 4: •
- Incorporating Risk and Uncertainty in Accounts Payable Analysis Topic 5: •
- Best Practices in Accounts Payable for Finance Executives Topic 6: •
- Final Review and Q&A Session Reflection & Review: •

## How This Course is Different from Other Accounts Payable Courses:

The training course stands out by offering a unique blend of theoretical knowledge and practical applications. Unlike other courses, this program provides a deep dive into the integration of accounts payable with financial accounting and supply chain management. Participants will benefit from advanced training on cash flow management, risk management in accounts payable, and innovative technologies for accounts payable automation. The course also features real-world case studies from leading companies, interactive sessions, and practical exercises that ensure participants can immediately apply their learning. Additionally, the course's complete toolbox, including templates, equips participants with the necessary resources to achieve operational excellence in accounts payable.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - إسبانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



شرم الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة الأمريكية



زنجبار - تنزانيا



طوكيو - اليابان



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

## CONTACT US

 UAE, Dubai Investment Park First

 +971585964727  
 +447700176600

 [sales@agile4training.com](mailto:sales@agile4training.com)