Certified Accounts Payable Specialist: Mastering AP Processes

3 – 7 May 2027
Kigali (Rwanda)



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Why This Course

Accounts Payable AP is a critical function that directly impacts an organization's cash flow, financial accuracy, vendor relationships, and overall operational efficiency. As organizations move toward greater automation and compliance-driven financial environments, AP professionals must possess a solid understanding of end-to-end processes, internal controls, risk prevention, and modern AP technologies.

The Certified Accounts Payable Specialist Program is a comprehensive 1-week course designed to help participants master the full AP cycle and apply best practices that elevate performance and accuracy. Through practical exercises, industry case studies, and hands-on tools, participants will gain the expertise required to manage AP operations with confidence, precision, and efficiency.

What You'll Learn and Practice

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

- Manage the end-to-end accounts payable process effectively and accurately
- Implement robust internal controls and fraud prevention strategies
- Optimize vendor relationships and streamline invoice processing
- Leverage technology and automation to improve AP workflows
- Ensure compliance with regulatory and reporting requirements
- Develop strategies to increase AP efficiency, accuracy, and transparency

The Program Flow

Day 1 - Introduction to Accounts Payable

- Core responsibilities of the AP function
- Key terminology, accounting principles, and AP concepts
- Understanding the procure-to-pay P2P cycle
- Industry best practices and AP performance standards

Day 2 - Invoice Processing & Management

- Types of invoices and common invoice structures
- Invoice validation, approvals, and three-way matching
- Handling exceptions, disputes, and discrepancies
- Automated invoice processing and digital workflows



Day 3 - Vendor Management & Payment Processes

- Vendor master file setup and maintenance
- Payment terms, policies, and early payment discounts
- Payment methods, EFT, and digital payment solutions
- Managing foreign currency transactions and exchange rate impacts

Day 4 - Internal Controls & Fraud Prevention

- Segregation of duties and approval hierarchies
- Identifying common AP fraud schemes and warning signs
- Building effective internal control frameworks
- Documentation standards, audit trails, and compliance checks

Day 5 - Technology, Reporting & Compliance

- AP automation tools and emerging financial technologies
- Key performance indicators KPIs to measure AP success
- Month-end close processes and financial reporting
- Regulatory compliance including SOX and 1099 reporting

Individual Impact

Participants will gain:

- Confidence in managing AP operations with higher accuracy and speed
- The ability to identify and prevent AP-related fraud and errors
- Skills to leverage technology and automate AP processes
- Knowledge to ensure compliance with financial regulations
- Tools to improve AP efficiency, transparency, and workflow consistency

Organizational Impact

Organizations will benefit through:

- Stronger financial controls and reduced operational risks
- More accurate, timely, and efficient AP processes
- Improved vendor relationships and payment management
- Enhanced compliance with regulatory and audit requirements
- Increased productivity through automation and best practice adoption



Training Methodology

The learning approach includes:

- Real-world AP case studies and problem-solving scenarios
- Hands-on exercises using AP templates and workflow tools
- Group discussions and collaborative learning activities
- Practical demonstrations of AP technologies and systems
- Step-by-step guidance through AP cycle components and controls

Beyond the Course

Participants will return ready to:

- Strengthen AP processes within their organizations
- Implement internal controls and fraud prevention frameworks
- Adopt automation and digital tools to modernize AP functions
- Support financial accuracy, operational efficiency, and compliance objectives

