

EFFECTIVE MANAGEMENT OF ACCOUNTS PAYABLES

1. Introduction to Accounts Payables Management

- Importance of Accounts Payables Management to an organization
- Accounts Payables Process Map
- Challenges to Accounts Payable

2. Accounts Payable Process

- Processing Order
- Processing Receiving Report
- Supplier Invoice
- Three-Way Match
- Processing Payment

3. Accounts Payable Process Risks

- **Fraud and errors**
 - ✓ Payment on fraudulent invoices
 - ✓ Payment on inaccurate invoices
 - ✓ Double payment on invoices
- **Late payment to suppliers**
 - ✓ Reputational risk (perceived creditworthiness)
 - ✓ Loss of early payment discounts

4. Common Internal Controls in Accounts Payables Management

- Segregation of duties
- Vouchers// Three-way match
- Accounting system access control

5. Supply Chain Management

- Cost consideration Vs Competitive Variables
- Building relationship with suppliers
- Cross-functional collaboration
- Technology Integration
- Organizational capacity to manage transition

6. Steps to Optimize Accounts Payables Management

- Going paperless
- Automating Invoice Management
- Standardizing AP workflow process
- Streamlining approvals
- Eliminate manual data entry
- Develop real time visibility

7. Strategic Consideration

- Accounts Payable Management as management's top priority
- Alignment with strategic objectives
- Contribution towards your company's operational objectives

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Each participant is required to pay a fee of **K590,000** which reflects the quality of delivery and includes tuition, lunch, documentation, morning and afternoon teas/ refreshments.