



*Training Course:
Managing the Cash Cycle: Accounts Payable Best
Practices*

*28 September - 2 October 2026
Lisbon (Portugal)*

Training Course: Managing the Cash Cycle: Accounts Payable Best Practices

Training Course code: FI2066 From: 28 September - 2 October 2026 Venue: Lisbon (Portugal) - Training Course Fees: 6050 € Euro

Introduction

This 5-day programme will provide a leading edge forum for you to significantly improve your working capital management skills. You will gain a comprehensive range of very practical and highly effective tools and approaches that can be immediately implemented upon your return to work.

By attending this event, delegates will understand:

- The importance of the accounts payable function with regard to its links with the supply chain and cash flow
- The integrated systems of purchase order processing, stock inventory control, purchase ledger and cash payments and their links with the general ledger
- How to effectively manage cash and working capital to reduce costs and improve cash flow
- The impact of risk and uncertainty on the business and its impact on accounts payable and cash flow
- How leading companies from across the globe are achieving best practice in Accounts Payable

Target audience

This programme provides a user-friendly environment to develop the knowledge and techniques related to both accounts receivable and accounts payable that are valuable for:

- Finance Executives
- Accountants
- Others who are working within Transactional Finance, Accounts Payable or Accounts Receivable process or who wish to develop a practical toolkit to complement their existing professional or technical skills

This programme is also ideal for those wishing to develop their understanding of how Working Capital efficiencies can make a significant improvement to profitability or you may already be employed in any of these functions within the business.

Objectives

- Work effectively with the fundamentals of accounts payable.
- Understand and apply the fundamentals of effective transactional management systems

- Review and comment on payment methods and cash management
- Understand the need to incorporate risk and uncertainty into transactional processing and cashflow management
- Identify best practice across all industries by examining case studies from across the globe

Outline

DAY 1 - Accounts Payable, Financial Accounting and the Supply Chain

- Accounting and financial information: Accounts Payable in context
- Sources of finance
- The supply chain
- Financial position and financial performance
- Cash flow and Working Capital
- Why is cash flow so important?

DAY 2 - Achieving World Class in Accounts Payable Processes

- Defining Best Practice in AP
- Moving beyond P2P
- Managing Risk
- Principles of Best Practice
- End to End AP Process
- Defining the issues in Accounts Payable

DAY 3 - Improving Invoice Processing and Operational Management

- Invoice Handling and Approval Processes
- Verifying invoice data
- Paying "low value" items
- How to avoid duplicate payments
- Making the best use of staff time: limiting telephone calls to AP

- Does Petty cash management belong in Accounts Payable?

DAY 4 - Harnessing Technology in Accounts Payable Processes

- Master Vendor File Management - getting it right from the start
- Travel & Entertainment
- Policy management
- Cash advances and employee reimbursement
- Process improvement through imaging and workflow
- Using the internet for AP effectiveness

DAY 5 - Making the Payments and Maintaining the Relationships

- Communications & Customer Relations
- Payments status information for vendors and internal customers
- Improving Procure to PayP2PCycle
- Payments and Payment Solutions: Accounts Payable or Treasury?

The programme will conclude with an interactive case study exercise to allow participants an opportunity to apply the learning of the week and define a practical solution.

Registration form on the Training Course: Managing the Cash Cycle: Accounts Payable Best Practices

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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