The management and control of accounts payable has become a critical function in the finance department in order to extract value. The days for seeing both trade and sundry creditors as necessary evil are no longer accepted. This programme is designed to empower the delegates with the necessary knowledge and tools to bring the AP function into a strategic level.

The following should attend:

- Accounts Payable Managers
- Accounts Officers and AP Clerks
- Bookkeepers and Junior Accountants
- Financial Controllers

The Workshop will address the following relating to the accounting function:

- Understanding Accounts Payable Systems and how it integrates within the overall Financial Accounting and Reporting Cycle
- Understanding the whole dimension of Supply Channel Process and how we incorporate Internal Control in Accounts Payable
- The workflow issues of processing accounts and how we can improve the processes to improve the throughput and accuracy
- Examining the best practices in managing Accounts Payable taking into account the current costs of this function
- Establishing appropriate KPI’s and using Excel in developing a Management Dashboard that will significantly enhance analysis

Requirements:

- All delegates must have current experience in the Accounts Payable function. We will be covering some advanced concepts that requires the delegates has some context to AP
- All delegates should bring a laptop with Microsoft Office 2010/2013.
- Delegates are expected to go back to their workplace and practice what they have been taught.

Delegates will receive:

- Tuition from an expert in Accounts Payable Systems
- Comprehensive notes and credit analytic files.

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9th & 10th July, 2015
Gautrain Radisson Blu Hotel, Sandton, South Africa

Presenter’s Profile:

Luckson Chirwa (B Comm, ACMA, CIA) began his professional career as an auditor at a leading accountancy firm. Before moving into training, he spent many years honing his financial, management and technical skills.

Luckson Chirwa has worked in various roles from finance, grants management, project management, including procurement, to business and process improvement management, covering a regional scope.

Over the past 23 years, he has worked in senior management positions in the public and private sectors.

As a trainer he offers quick and effective ways of applying technology to everyday work tasks.
### Day 1: Accounts Payable - Accounting Systems Approach

- **Understanding the overall importance of Accounts Payable within Financial Management**
  - Dealing with Accounting Systems
  - We explore Accounts Payable within the overall accounting system and how it impacts on Financial Statements. We explore the entire Payments Cycle (from Revenue Management to Receipts Management) and how they link with each other.

- **Accounts Payable - Organisational and Control Issues**
  - Dealing with Accounting Systems
  - We examine how Accounts Payable is handled in an ERP [Enterprise Resource Planning system] and the issues required to be considered. We examine the data structure of these systems and how we modify them to enhance the management and control of AP.

- **Contractual Issues and Quality**
  - We explore the legal aspects of dealing with Accounts Payable and the different types of contracts that regulate creditors. The Contract Management process remains the biggest

- **Control and Audit Requirements**
  - We explore the External Audit requirements of Account Receivable assess how Auditors assess the risk of the AP department. We examine the comprehensive checklists that auditors incorporate in their assessment of Accounts Payable

- **Year End Issues**
  - We explore the best practices in closing off the books and preparing the necessary journals for year-end processing. We also examine the IFRS reporting requirements for the Financial Statements

### Day 2: Advanced Topics in Accounts Payable

- **Advanced Topics in Accounts Payable**
  - Dealing with VAT Inputs and the requirements imposed with SARS. SARS (South African Revenue Service) has formulated stringent legislation in dealing with VAT Inputs from Suppliers - we examine the necessary processes and requirements in dealing with VAT.

- **Dealing with Discount Receivables**
  - We examine the financial economics of taking advantage of discounts and how we deal with the accounting entries.

- **Accounts Reconciliations and dealing with Vendors**
  - We deal with the issues of reconciliation and how to deploy the best strategy in dealing with payment requests in a structured way. We explore advanced tools in Microsoft Excel and Word to assist in this function.

- **AP Automation and Leading Practices**
  - We explore the Activity Based costs of the entire AP Process and how we can incorporate technology to improve the efficiency and effectiveness of the function.

- **Risk Management Practices in Accounts Payable**
  - To ensure compliance and protect your organization from fraud and other financial disasters, leading companies are implanting risk management policies and practices in their A/P function. This session will examine how to implement risk management policies to protect your organization from the growing risks that can derail it from achieving long-term success.

- **Benchmarking and Process Improvement of Accounts Payable**
  - We explore the KPI (Key Performance Indicators) Benchmarks and what is required to improve the overall AP managerial assessment. We examine how we can use Microsoft Excel to develop sophisticated Dashboards that significantly enhance our understanding of AP.

- **Going Forward - Action Plan**
  - We use this portion of the workshop to discuss what has been learnt and the way forward. We examine some of the organisational changes when dealing