Haward Technology Middle East

COURSE OVERVIEW FM0356
Management Accounts Payable

Course Title
Management Accounts Payable

Course Reference
FM0356

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Date/Venue

Session(s)	Date	Venue
1	August 10-14, 2025	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE
2	November 16-20, 2025	Al Buraimi Meeting Room, Sheraton Oman Hotel, Muscat, Oman
3	January 11-15, 2026	Al Buraimi Meeting Room, Sheraton Oman Hotel, Muscat, Oman
4	March 29-April 02, 2026	Tamra Meeting Room, Al Bandar Rotana Creek, Dubai, UAE

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using "MS-Excel" application.

This course is designed to provide participants with a comprehensive overview of account payable management. It covers the proper skills and techniques on managing and organizing account payables; the overall performance and the highly effective strategies for managing workloads; the accounts payables and the importance and how it adds value to the organisation; and the key areas within accounts payable where efficiency, accuracy and security can be improved.

During this interactive course, participants will learn the integrated purchasing and accounts payable to create an efficient procurement process; the streamline expense process and how technology is changing accounts payable department operations; the time and cash resources; the strategies to achieve accurate and timely close-off; the effective records system with instant access to vital information; and the implementation of key communication techniques.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

• Apply and gain a good working knowledge on account payable management

• Illustrate proper skills and techniques on managing & organizing account payables

• Improve overall performance and grasp highly effective strategies for managing workloads

• Discuss accounts payables and enumerate the importance and how does it add value to the orginisation

• Identify the key areas within accounts payable where efficiency, accuracy and security can be improved

• Employ integrating purchasing and accounts payable to create an efficient procurement process

• Explain streamlining expense processing and how technology is changing accounts payable department operations

• Practice how to maximize the time and cash resources and apply the strategies to achieve accurate and timely close-off

• Set-up an effective records system with instant access to vital information and implement the key communication techniques

Exclusive Smart Training Kit - H-STK®

Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

Who Should Attend

This course is intended for credit managers, controllers and supervisors as well as finance administrators, business support assistants, payroll managers, business support professionals and those with accounts payable responsibilities.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Haward's Certificates are accredited by the following international accreditation organizations:

- **British Accreditation Council (BAC)**

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- **The International Accreditors for Continuing Education and Training (IACET - USA)**

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Pete Du Plessis is a **Senior Management & Financial Consultant** with over **30 years** of extensive experience. His expertise lies extensively in the areas of **Financial** Management, **Finance Auditing**, **Petroleum Finance** & **Accounting** Principles, **Life Cycle Costing** Management, Finance for Non-Finance Professional, **Budgeting & Cost Control**, **Budget Estimation**, **Forecasting** & **Cost**, **Cost Reduction**, **Financial Risk** Management, **Budgeting** Techniques, **Cost** Estimation, Conceptual Cost Estimating for Process Engineering, **Negotiation** Management, **Budgeting & Forecasting** Skills, Effective **Budgeting & Cost Control**, **Financial Analysis & Reporting**, **Budget Preparation** Skills, **Cash Flow** Fundamentals, **Business Finance** Fundamentals, **Commercial Negotiation** Skills, **Contract** Management, **Contract Negotiation**, **Risk** Management & **Contractors Selection**, **Supplier** Assessment, **Supplier** & **Contractors'** Management, **Supplier Claim** Management, Effective **Tendering** & **Supplier** Selection, **Supplier Relationship** Management, **Suppliers & Contractors** Management, **Suppliers** Assessment & Performance Measurement, Effective **Purchasing & Supplier Selection**, Essential Management of **Suppliers & Contractors**, **Contractors Agreements & SLAs** and **Contractors** Evaluation. Further, he is also well-versed in **Creative Thinking & Problem-Solving** Techniques, **Change** Management, **Negotiation** Skills, **Presentation** Skills, **Communication & Influencing** Skills, **Communication & Interpersonal** Skills, **Emotional Intelligence**, Effective **Business Writing Skills**, **Leadership** Skills, **Leadership & Team Building**, **Interpersonal Skills & Teambuilding**, **Coaching & Mentoring**, **Innovation & Creativity** Skills, **Office Management & Administration** Skills, **Time & Stress** Management, **Crisis** Management, **Human Resources** Management, **Customer Service** Excellence, Essential Skills for **Effective Training**, Training & Designing a **Training Plan**, Identifying **Training Needs & Evaluating Training**, Executive **Coaching**, **Mentoring & Team Building**, **Coaching & Counselling**, **Business Process** Development, **Business Process** Optimization, **Business Process** Analysis, **Business Process** Improvement, **Business Continuity** Planning, Service Provider Performance & Monitoring, **Business Continuity** Fundamentals, **Situational Analysis** Fundamentals, **SWOT** Analysis, **Gap** Analysis, **Change** Management, Human Resource Management (**HRM**), Human Resource Development (**HRD**), **HR Business Development**, **HR Practices & Strategy**, **Behaviour Based Interviewing & Recruitment**, **Learning & Development**, **Project** Management and **Risk** Management. Previously, he was the **Quality Manager** of **Benteler Automotive**, where he was responsible for implementing, controlling and managing quality and technical department processes and systems and mobilizing the quality control department, procedures and quality management system.

During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Financial Manager**, **Operations Manager**, **Technical & Quality Manager**, **Logistics & Purchasing Manager**, **Head Metrologist**, **Quality Engineer**, **Project Engineer**, **Materials & Warehouse Planner & Controller**, **Quality Control Inspector**, **Consultant**, **Fitter & Machinist**, **Apprentice Fitter** and **Part-time Instructor**.. All throughout his career, he has mastered and specialized in the application of project management, warehouse & inventory control, value chain analysis, logistics & strategic planning, process flow analysis, business process evaluation & re-engineering, master-plan development, capacity planning and site space-planning & development.

Mr. Plessis has **Bachelor** degree with **Honours** in **Industrial Engineering** & **Management**. Further, he has gained **Diploma** in **Quality & Production Management**. He is also a **Certified Assessor** & **Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**) and a **Certified Instructor/Trainer** by the APICS. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	**PRE-TEST**
0830 – 0930	**Accounts Payable: Why is it Important & How Does It Add Value to your Organisation?** *Critical Factors for Successful Accounts Payable Teams • The Importance of Authority Limits*
0930 - 0945	*Break*
0945 – 1100	**Key Areas within Accounts Payable where Efficiency, Accuracy & Security can be Improved** *AP Techniques you can Implement in your Accounts Department to increase Efficiency • How Staffing Requirements can be Made More Effective & Profitable*
1100 - 1230	**Key Areas within Accounts Payable where Efficiency, Accuracy & Security can be Improved (cont'd)** *Technological Developments which can Enhance your AP Operations*
1230 - 1245	*Break*
1245 – 1420	**Key Areas within Accounts Payable where Efficiency, Accuracy & Security can be Improved (cont'd)** *Successfully Minimising Manual Work and Improving Processing Methods Developing Effective AP Management Reporting Tools*
1420 – 1430	**Recap**
1430	*Lunch & End of Day One*

Day 2

0730 – 0930	**Integrating Purchasing & Accounts Payable to Create an Efficient Procurement Process** *Closing the Loop between Procurement & AP to Create a Total Procurement Process and Support Procurement Strategy*
0930 - 0945	*Break*
0945 – 1100	**Integrating Purchasing & Accounts Payable to Create an Efficient Procurement Process (cont'd)** *Using Techniques such as Summarised Bills for your Suppliers, and Matching of Purchase Orders, Delivery Notes and Invoices • Making the Link between Capex and AP*
1100 - 1230	**Streamlining your Expense Processing** *Tips & Tricks of Key Expense Processes & Quickly Identifying Discrepancies in Expense Claims • Mastering the Art of Reducing ASAP Invoice Processing*
1230 - 1245	*Break*
1245 – 1420	**Streamlining your Expense Processing(cont'd)** *An Analysis of the Pros and Cons of Purchasing Cards • Effective Checks for Avoiding Abuse of P-Cards*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Two*
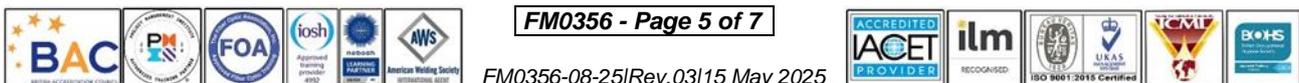
Day 3

0730 – 0930	**How Technology is Changing AP Department Operations** *Data Capture, Workflow and Document Management • Integration of AP Systems and Placement of Purchasing into Electronic Format*
0930 - 0945	*Break*
0945 – 1100	**How Technology is Changing AP Department Operations(cont'd)** *How to Effectively Detect & Correct Out-of-Tolerance • Transactions • Current & Future Trends in Transaction Processing*
1100 - 1230	**Maximising your Time & Cash Resources** *Importance of Maintaining Accurate AP Records and its Effect on Cash Flow Forecasting • Techniques for Helping to Eliminate Duplicate Payments, and Holding Payment with Suppliers Until Problems are Resolved*
1230 - 1245	*Break*
1245 – 1420	**Maximising your Time & Cash Resources(cont'd)** *Early Payment Discounts • Invoice Payment Tracking Systems*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Three*

Day 4

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0730 – 0930	**Strategies to Achieve Accurate & Timely Close-Off** *Standardising Procedures to Simplify the Process • Freeing up Time by Preparing Subsidiary Information • Using Estimates and Accruals Effectively During your Close-Off Period*
0930 - 0945	*Break*
0945 – 1100	**Strategies to Achieve Accurate & Timely Close-Off (cont'd)** *Strategies and Tips to Make Year End Close-Offs Easier • Reconciliation of the AP and General Ledger*
1100 - 1230	**Counteracting Employee or Customer Fraud & Theft** *Successful Methods for Inserting More Internal Controls Within AP Processes • Developing A Step-by-Step Fraud Prevention Strategy*
1230 - 1245	*Break*
1245 – 1420	**Counteracting Employee or Customer Fraud & Theft (cont'd)** *Procedures, Reviews and Management Accountability*
1420 – 1430	**Recap**
1430	*Lunch & End of Day Four*

Day 5

0730 – 0930	**Setting Up an Effective Records System with Instant Access to Vital Information** *Build A System which Coordinates Control Numbers through the Entire Payment Process • Making your Records Accessible, while Protecting Against Lost, Misplaced and Misused Files*
0930 - 0945	*Break*
0945 - 1100	**Setting Up an Effective Records System with Instant Access to Vital Information (cont'd)** *IRD Record Keeping Requirements • Cost Centre Reports and Project Reports - How Is the Information Collected?*

1100 -1230	**Key Communication Techniques** *Flow of Information Between your Department and Entire Organisation* • *Efficiently Getting Approvals, Authorisations and Signatures*	
1230 - 1245	*Break*	
1245 - 1345	**Key Communication Techniques (cont'd)** *Examining Difficult Situations that can Arise in AP* • *Resolving Problems While Benefiting the Employee, the AP Department and Organisation*	
1345 – 1400	**Course Conclusion**	
1400 – 1415	**POST-TEST**	
1415 – 1430	*Presentation of Course Certificates*	
1430	*Lunch & End of the Course*	

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using "MS-Excel" application.

MS-Excel
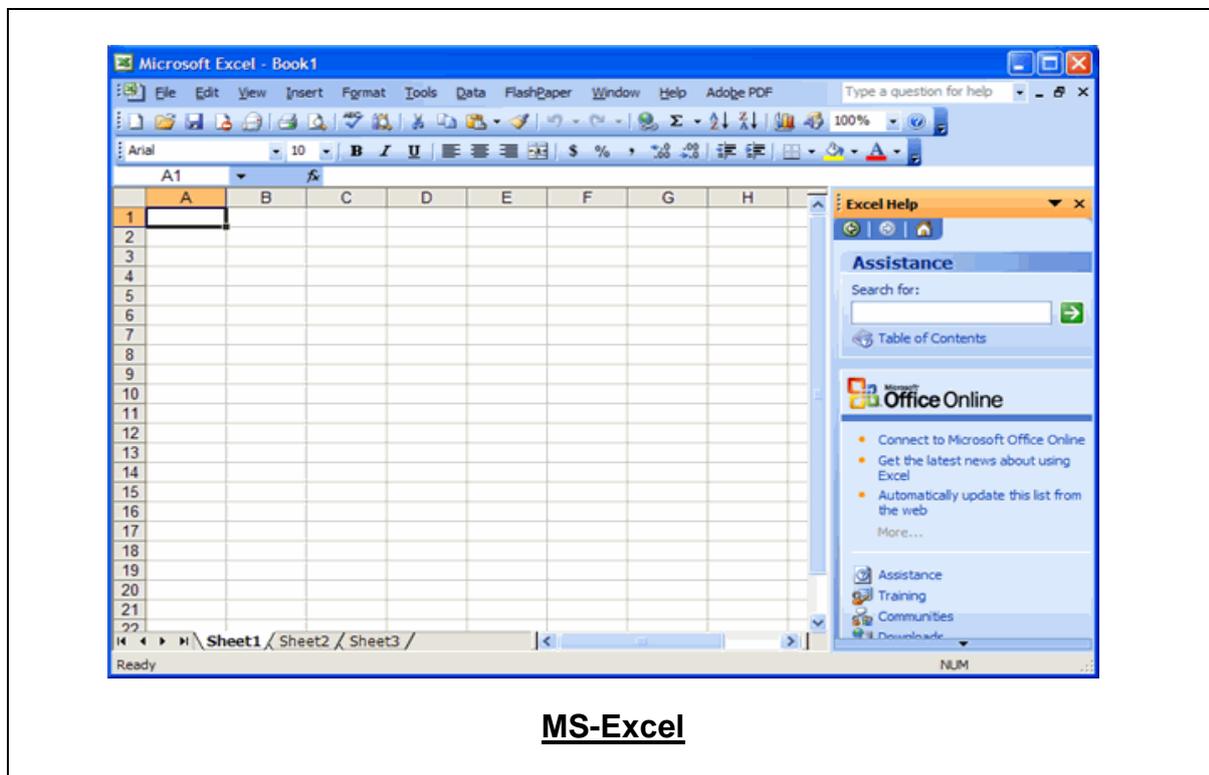
Course Coordinator

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