Course: Accounts Payable & Accounts Receivable

Code	City	Hotel	Start	End	Price	Language - Hours
880	Marrakesh (Morocco)	Hotel Meeting Room	2026-05-03	2026-05-07	3450 €	En - 25

Course Introduction

Accounts Payable (AP) and Accounts Receivable (AR) are two essential components of financial management that directly impact an organization's cash flow, working capital, and financial health. This program provides participants with practical and advanced knowledge to effectively manage AP and AR processes, ensure compliance, mitigate financial risks, and optimize the organization`s liquidity and profitability.

General Objective

To enhance participants` knowledge and skills in managing accounts payable and accounts receivable processes effectively to support sound financial operations, healthy cash flow, and business sustainability.

Course Objectives

- Understand the concepts and functions of AP and AR.
- Apply best practices in processing payables and receivables.
- Manage cash flow and optimize working capital.
- Implement effective internal controls for AP & AR operations.
- Analyze and interpret AP and AR reports for strategic decision-making.

Target Audience

- Accountants
- Finance Officers
- AP & AR Specialists
- Finance Controllers
- Treasury Staff
- Internal Auditors
- Anyone working in finance, accounting, or cash management

Course Content

Day 1: Foundations of AP & AR Management

- Overview of Financial Accounting
- The Role of AP & AR in the Accounting Cycle
- Key Terms and Definitions
- AP vs. AR – Roles, Processes, and Relationship
- Documentation Flow in AP & AR
- Workshop: Mapping the AP & AR Processes

Day 2: Accounts Payable (AP) Best Practices

- End-to-End AP Process
- Invoice Processing Cycle
- Vendor Management
- Approval and Payment Procedures
- Common AP Errors and How to Avoid Them
- AP Controls and Compliance
- Case Study: Improving AP Efficiency

Day 3: Accounts Receivable (AR) Best Practices

- End-to-End AR Process
- Customer Invoicing Cycle
- Credit Policy Management
- Collection Techniques
- Managing Bad Debts and Write-offs
- AR Controls and Compliance
- Workshop: Designing an AR Collection Strategy

Day 4: Cash Flow, Working Capital, and Reporting

- Cash Flow Cycle
- Working Capital Management
- Relationship Between AP, AR, and Cash Flow
- Cash Forecasting
- Preparing AP & AR Reports
- KPIs for AP & AR Performance
- Case Study: Cash Flow Challenges

Day 5: Internal Controls, Risk Management, and Technology

- Internal Control Frameworks for AP & AR
- Risk Identification and Mitigation
- Fraud Prevention Techniques
- Automating AP & AR Processes (ERP, E-Invoicing, Digital Payments)
- Integrating AP & AR with Financial Reporting

The Scandinavian Academy for Training and Development adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training and Development.

Program Timings:

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.