COURSE BROCHURE

Accounts Payable and Receivable Management

A foundation course in managing payables and receivables, from invoice receipt to payment and from billing to collection, with sound controls throughout.

Code	HT-FIN-108
Category	Finance & Accounting
Duration	1 week
Level	Beginner

Introduction

Most of the money flowing into and out of an organization passes through its payables and receivables teams, and weak procedures there can mean duplicate payments, fraud or bad debts that are hard to recover.

Objectives

- Understand where payables and receivables sit in the accounting cycle
- Apply three-way matching before approving supplier invoices
- Apply controls that prevent duplicate payments and fraud
- Run the customer billing and collection cycle efficiently
- Read an aged receivables report and take follow-up action

Who should attend

- Accounts payable and receivable accountants
- Collections and credit staff
- New accountants in finance departments
- Procurement and sales supervisors involved with invoicing

Skills you will develop

- Supplier invoice processing
- Statement reconciliation
- Collections and customer follow-up
- Payment controls

Learning Outcomes

- Perform a three-way match of purchase order, goods receipt and invoice
- Prepare a supplier statement reconciliation
- Prepare an aged receivables report with a collection plan
- Apply a control checklist to the payment cycle

Course Outline

Day 1: Payables and Receivables in the Accounting Cycle

- The role of payables and receivables and their basic entries

- Key documents from purchase order to invoice
- Segregation of duties and internal control principles

Day 2: The Payables Cycle

- Managing supplier master data
- Three-way matching and invoice approval
- Scheduling and running payments

Day 3: Payables Controls

- Duplicate payments, fraud risk and supplier bank detail changes
- Supplier statement reconciliation
- Accruals and month-end cut-off

Day 4: The Receivables Cycle

- Customer onboarding and credit checks
- Invoicing and cash application
- Collection stages and reminder letters

Day 5: Monitoring Receivables

- The aged receivables report, days sales outstanding and its link to the cash conversion cycle
- Doubtful debts and the loss allowance
- Applied project: a payables and receivables process review with a control checklist and collection plan

Training methodology

Simulated payables and receivables cycle using sample purchase orders and invoices
Exercise to detect duplicate payments and suspicious invoices
Role play of collection calls with customers
Building a control checklist for the participant's own department

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
London	11 – 15 January 2027	AR	EUR 5,700
Amsterdam	18 – 22 January 2027	EN	EUR 5,500
Online	25 – 29 January 2027	AR	EUR 1,800
Istanbul	28 June 2027 – 2 July 2027	EN	EUR 4,800
Dubai	5 – 9 July 2027	AR	EUR 4,500
London	12 – 16 July 2027	EN	EUR 5,700
Amsterdam	19 – 23 July 2027	AR	EUR 5,500
Online	26 – 30 July 2027	EN	EUR 1,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/payables-receivables-management