



Accounts Payable Officer Training Program

Course Title: Certificate in Accounts Payable Management

Course Duration: 4 Weeks (5 days per week, 3 hours per day, 60 hours total)

Prerequisites: Basic understanding of accounting principles (recommended but not required)

Course Fee: AUD 2,000 (*plus GST*)

Course Description:

This intensive 1-month course is designed to fast-track your understanding of the Accounts Payable function, focusing on practical skills required for an Accounts Payable Officer. You will learn to efficiently process invoices, manage payments, maintain vendor relationships, reconcile accounts, and ensure compliance with Australian tax laws, including GST. Hands-on experience with accounting software and automation tools will also be integrated into the course.

Course Modules:

Week 1: Introduction to Accounts Payable & Invoice Processing

Day 1-2: Introduction to Accounts Payable

- Overview of the Accounts Payable function and its role in financial management
- Understanding the flow of transactions: Purchase orders, goods receipt, invoice receipt
- Key duties of an Accounts Payable Officer
- Introduction to accounting terminology and principles related to AP
- Importance of Accounts Payable in cash flow management and business operations

Day 3-4: Invoice Processing & Verification

- Types of invoices: Supplier invoices, purchase orders, pro-forma invoices
- Key components of an invoice: Amount, terms, GST, due dates
- Matching invoices with purchase orders and delivery receipts
- Identifying discrepancies and handling returns or credit notes
- Internal approval processes and workflows
- Practical: Invoice entry and verification exercises in accounting software

Day 5: Managing Discrepancies & Vendor Communication

- Resolving invoice discrepancies with vendors
- Communicating with suppliers about payment issues
- Building and maintaining positive supplier relationships
- Handling invoice disputes and credit notes

Week 2: Payment Processing, Scheduling, & Software Usage

Day 6-7: Payment Processing & Methods

- Understanding payment terms and schedules (e.g., net 30, net 60)
- Overview of payment methods: Bank transfers, cheques, BPAY, credit card payments
- Managing payment runs and prioritising payments
- Handling early payment discounts
- Practical: Setting up payment schedules and executing payment runs

Day 8-9: Accounting Software for Accounts Payable

- Introduction to accounting software (MYOB, Xero, SAP, etc.)
- Entering invoices, processing payments, and updating records
- Running reports: Aged Payables, Payment History, etc.
- Automation tools in Accounts Payable: Streamlining processes and reducing manual work
- Practical: Navigating accounting software and processing transactions

Day 10: Reporting & Reconciliation Basics

- Creating and reviewing Accounts Payable reports
- Reconciliation of vendor statements and AP balances
- Ensuring accuracy in the AP ledger
- Practical: Reconciliation exercises in accounting software

Week 3: GST Compliance, Internal Controls & Audit Preparation

Day 11-12: GST & Taxation in Accounts Payable

- Understanding GST in the context of Accounts Payable
- Correctly applying GST on invoices and payments
- Handling tax invoices and ensuring compliance with ATO regulations
- Practical: Calculating and applying GST in accounting software

Day 13: Internal Controls in Accounts Payable

- Importance of internal controls and segregation of duties
- Fraud prevention measures in Accounts Payable processes
- Best practices for payment approval workflows and authorisation
- How to manage sensitive financial data and protect against errors or fraud

Day 14-15: Audit Preparation & Documentation

- Preparing for internal and external audits
- Maintaining accurate records and documentation for audit purposes
- How to respond to auditor requests and inquiries
- Practical: Preparing AP documentation for an audit

Week 4: Advanced Topics, Reporting, & Career Skills

Day 16-17: Advanced Accounts Payable Topics

- Managing foreign currency transactions and international payments (if applicable)
- Handling complex payment terms and vendor agreements
- Managing disputes and complex billing situations
- Practical: Working with complex AP scenarios

Day 18-19: Cash Flow Management & Financial Insights

- How Accounts Payable affects cash flow management
- Analysing AP data for insights into business performance
- Creating AP reports for management and stakeholders
- Practical: Generating AP cash flow and financial reports

Day 20: Soft Skills, Time Management & Career Development

- Time management skills for handling multiple priorities and tight deadlines
- Effective communication with suppliers and internal teams
- Problem-solving and attention to detail in AP tasks
- Career development tips for Accounts Payable Officers
- Final project preparation and review

Assessments:

- **Practical Assessments:**
 - Invoice processing and payment scheduling exercises
 - Reconciliation tasks and report generation using accounting software
 - GST compliance and taxation calculations
 - Simulated vendor communication and dispute resolution
- **Final Exam:**
 - Multiple choice and short answer questions covering the entire course content

- **Final Project:**
 - Prepare a comprehensive AP report, including vendor reconciliation, payment scheduling, and cash flow analysis
-

Learning Outcomes:

By the end of this 1-month course, students will be able to:

- Process and verify supplier invoices and manage the payment process.
 - Utilise accounting software to manage AP tasks and generate reports.
 - Ensure compliance with GST and Australian tax regulations.
 - Reconcile vendor accounts and resolve discrepancies.
 - Implement internal controls and prepare for audits.
 - Communicate effectively with vendors and internal teams, managing disputes and maintaining good relationships.
 - Understand the impact of AP on business cash flow and financial performance.
-

Career Opportunities:

Upon completion of this intensive course, students will be prepared to work as Accounts Payable Officers across various industries, including finance, retail, healthcare, and manufacturing. Students may also choose to pursue further studies in accounting or finance to expand their career opportunities.

Course Materials:

- Course textbook and reference materials (provided)
- Access to accounting software for practical sessions
- Handouts on Australian tax regulations, GST, and AP best practices

This fast-paced, comprehensive program is designed for those who want to quickly gain the knowledge and hands-on experience needed to excel in the Accounts Payable field, with the skills necessary to contribute immediately to any finance team.