



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Accounts Receivable and Payable Administration

Business, Commerce and Management Studies / Finance, Economics and Accounting

Unit Standard 243944 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the practical skills to efficiently administer accounts receivable and accounts payable processes using a computerised accounting system. Participants will learn to capture, process, and reconcile financial transactions, ensuring accurate and timely management of debtor and creditor accounts. The course is aligned to the SAQA unit standard 243944, providing a solid foundation for financial administration in a corporate environment.

Category	Business, Commerce and Management Studies
Subfield	Finance, Economics and Accounting
Unit Standard	243944
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Demonstrate the ability to capture and process accounts receivable transactions accurately on the system.
- Apply correct procedures for recording and reconciling accounts payable transactions.
- Analyse debtor and creditor ageing reports to identify and resolve discrepancies.
- Implement internal control measures to ensure the integrity of accounts receivable and payable data.
- Evaluate the impact of transaction processing on the general ledger and financial statements.
- Design a systematic approach to managing payment cycles and credit terms.

WHO SHOULD ATTEND

- This course is ideal for finance clerks, accounts payable/receivable administrators, bookkeepers, and anyone responsible for managing debtor and creditor transactions within an organisation.

COURSE OUTLINE

Day 1: Accounts Receivable and Payable Administration

- Overview of accounts receivable and payable cycles
- Invoicing processes and credit management
- Payment processing and cash management
- Reconciliation of accounts and handling discrepancies
- Record-keeping and documentation requirements
- Legal and compliance considerations
- Use of accounting software (e.g., QuickBooks, Sage)
- Internal controls and fraud prevention

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **4 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	17 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243944) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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