



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Accounts Payable: Accounting and Management Best Practices

Custom Courses / Accounting and Finance

Unit Standard AATICD-0004 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips finance professionals and accounts payable staff with the knowledge and skills to manage the accounts payable function effectively. It covers the full cycle from invoice processing to payment, emphasizing internal controls, fraud prevention, and best practices for accuracy and efficiency. Participants will learn to apply accounting principles and management techniques to optimize cash flow and vendor relationships.

Category	Custom Courses
Subfield	Accounting and Finance
Unit Standard	AATICD-0004
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the principles of the accounts payable cycle, including invoice verification, approval, and payment processing.
- Analyze internal control measures to prevent fraud and errors in the accounts payable process.
- Evaluate and implement best practices for managing vendor accounts and reconciling statements.
- Implement efficient payment processing methods, including electronic payments and cash management.
- Demonstrate the ability to prepare and analyze accounts payable reports for management decision-making.
- Design and implement a robust accounts payable process that ensures compliance with relevant legislation and organizational policies.

WHO SHOULD ATTEND

- This course is designed for accounts payable clerks, finance administrators, bookkeepers, and supervisors who are responsible for the accounts payable function.
- It is also suitable for small business owners and managers who want to strengthen their financial processes.

COURSE OUTLINE

Day 1: Foundations of Accounts Payable

- Overview of the procure-to-pay cycle.
- The role of accounts payable in financial reporting and cash flow.
- Accounting principles: accrual accounting, double-entry bookkeeping, and the accounting equation.
- Key legislation: VAT Act, Income Tax Act, Companies Act, and POPIA.
- Internal control concepts and segregation of duties.
- Ethics and professionalism in accounts payable.

Day 2: The Accounts Payable Process and Documentation

- The invoice lifecycle: receipt, validation, approval, payment.
- Three-way match: purchase order, goods receipt, invoice.
- Types of invoices: supplier, credit notes, debit notes, and adjustments.
- Documentation requirements: VAT invoices, tax invoices, and supporting documents.
- Approval workflows and authorization matrices.
- Handling discrepancies, exceptions, and queries.
- Electronic invoicing and e-procurement systems.

Day 3: Accounting for Accounts Payable and Reconciliation

- Journal entries: recording invoices, payments, and adjustments.
- The accounts payable subsidiary ledger and control account.
- Reconciliation of supplier statements and internal records.
- Handling foreign currency transactions and exchange rate differences.
- Month-end closing: accruals, prepayments, and cut-off procedures.
- Reporting: aged payables analysis and cash flow forecasting.
- VAT treatment: input VAT, exemptions, and zero-rated supplies.

Day 4: Internal Controls, Fraud Prevention, and Compliance

- Internal control framework: COSO and King IV.
- Segregation of duties, authorization limits, and approval controls.
- Fraud prevention: duplicate payments, fictitious suppliers, and invoice fraud.
- Detection techniques: data analytics and exception reporting.
- Compliance with SARS requirements: VAT, PAYE, and tax invoices.
- POPIA compliance in handling supplier data.
- Audit trail and documentation retention policies.

Day 5: Best Practices, Technology, and Performance Management

- Accounts payable automation: OCR, workflow tools, and ERP integration.
- Electronic payments and banking best practices.
- KPIs: invoice processing time, cost per invoice, and error rates.
- Benchmarking and best-in-class practices.
- Managing supplier relationships and early payment discounts.
- Change management and training for teams.
- Emerging trends: AI, blockchain, and robotic process automation.

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK
07 Sep 2026	11 Sep 2026	On-Campus	Mauritius
07 Sep 2026	11 Sep 2026	On-Campus	Pretoria, South Africa
07 Sep 2026	11 Sep 2026	On-Campus	Abu Dhabi, UAE
07 Sep 2026	11 Sep 2026	On-Campus	Harare, Zimbabwe

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 AATICD-0004) 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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