Accounts Payable Planning and Organising Practices Training

Description

The Contents:

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- The role of auditors and what you can do to prepare for their visit
- Internal checks and controls; error and fraud prevention and detection
- Setting up new supplier accounts
- Performing supplier statement reconciliations
- Processing expense claims and credit card statements
- Capital and revenue expenditure
- Introduction to VAT and non-deductible items
- Processing pro-forma invoices & VAT payment schedules
- Monitoring costs, reclaiming credit notes, rebates and overpayments
- Claiming settlement discounts
- Spotting errors and mistakes promptly and avoiding duplicate payments
- Journals, prepayments and accruals
- Performing supplier statement reconciliations
- Reviewing the Aged Creditors Listing
- Monitoring costs
- Managing Budgets and maximising supplier discounts
- Cash Forecasting