



## **Accounts Payable Planning and Organising Practices**

**Course Venue:** UAE - Dubai

**Course Date:** From 19 Jan 2020 To 23 Jan 2020

**Course Place:** Boulevard Sheikh Mohammed Bin Rashid

**Course Fees:** 4150 GBP



**The Contents:**

- 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