Accounts Payable Automation with ERP Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

The modern finance function is undergoing a rapid Digital Transformation, moving away from labor-intensive and error-prone manual processes. Accounts Payable (AP) Automation stands at the forefront of this shift, leveraging technologies like Artificial Intelligence (AI), Machine Learning (ML), and Optical Character Recognition (OCR) to revolutionize the Procure-to-Pay (P2P) cycle. Accounts Payable Automation with ERP Training Course addresses the critical need for finance professionals to master these new Fintech solutions and integrate them seamlessly with their existing Enterprise Resource Planning (ERP) systems. The goal is to establish a Touchless AP environment, optimizing Working Capital Management and providing Real-time Financial Visibility.

This specialized training provides participants with the skills to strategically implement, manage, and optimize an automated AP workflow. By focusing on straight-through processing (STP), three-way matching, and enhanced Compliance and Governance, we equip trainees to drive cost reduction and boost operational efficiency. Mastering the ERP integration component is key, ensuring data integrity and a unified financial platform. The curriculum is designed to transform the AP department from a mere processing center into a strategic Value-Creation hub, ready to meet the demands of a globalized, remote-work business environment.

Programme Curriculum

Accounts Payable Automation with ERP Training Course

Introduction

The modern finance function is undergoing a rapid Digital Transformation, moving away from labor-intensive and error-prone manual processes. Accounts Payable (AP) Automation stands at the forefront of this shift,

leveraging technologies like Artificial Intelligence (AI), Machine Learning (ML), and Optical Character Recognition (OCR) to revolutionize the Procure-to-Pay (P2P) cycle. Accounts Payable Automation with ERP Training Course addresses the critical need for finance professionals to master these new Fintech solutions and integrate them seamlessly with their existing Enterprise Resource Planning (ERP) systems. The goal is to establish a Touchless AP environment, optimizing Working Capital Management and providing Real-time Financial Visibility.

This specialized training provides participants with the skills to strategically implement, manage, and optimize an automated AP workflow. By focusing on straight-through processing (STP), three-way matching, and enhanced Compliance and Governance, we equip trainees to drive cost reduction and boost operational efficiency. Mastering the ERP integration component is key, ensuring data integrity and a unified financial platform. The curriculum is designed to transform the AP department from a mere processing center into a strategic Value-Creation hub, ready to meet the demands of a globalized, remote-work business environment.

Course Duration

5 days

Course Objectives

1. Strategize and champion the Digital Transformation of the AP function.
2. Implement End-to-End AP Automation workflows within an ERP environment.
3. Master AI-Powered invoice processing, including Intelligent Data Capture and OCR.
4. Design and optimize Dynamic Approval Workflows for enhanced Governance and Control.
5. Execute successful Three-Way Matching and handle complex Invoice Exceptions.
6. Ensure Global Compliance and robust Audit Trails.
7. Integrate AP automation solutions seamlessly with Cloud ERP platforms.
8. Utilize Real-time Analytics and Predictive Modeling for Cash Flow Optimization.
9. Develop a Risk Mitigation strategy against AP Fraud using automated controls.
10. Implement Supplier Self-Service Portals to improve Vendor Relationship Management.
11. Calculate and track key AP Performance Metrics (KPIs) like Cost Per Invoice and Cycle Time.
12. Manage the Change Management process for a smooth transition to a Paperless AP department.
13. Explore emerging technologies like Blockchain and Hyperautomation in P2P.

Target Audience

- Accounts Payable Managers/Specialists
- ERP/SAP/Oracle Functional Consultants
- Financial Controllers and CFOs
- Finance Process Improvement Analysts
- IT/Business Systems Analysts
- Procure-to-Pay (P2P) Project Managers
- Internal Auditors and Compliance Officers
- Shared Services Center Leads

Course Modules

Module 1: Strategic Foundations of AP Automation

- The Business Case for Touchless AP
- Understanding the Procure-to-Pay (P2P) Lifecycle.

- The role of AI/ML and Robotic Process Automation (RPA) in AP.
- Defining key AP Performance Metrics (KPIs).
- Case Study: "Global Retailer's 60% Reduction in Cost-Per-Invoice"

Module 2: Technology Stack & ERP Integration

- Deep dive into Optical Character Recognition (OCR) and Intelligent Data Capture.
- Selecting the right AP solution: Standalone vs. Native ERP Module.
- Seamless Integration strategies with major ERP platforms
- Data synchronization and Master Data Management
- Case Study: "Mid-Market Manufacturer's Migration to NetSuite/SAP Integration"

Module 3: Automated Invoice Processing & Matching

- Setting up Automated Invoice Intake
- Configuration of 2-Way and 3-Way Matching logic.
- Handling Non-PO Invoices and automated General Ledger (GL) coding.
- Best practices for Exception Handling and workflow routing.
- Case Study: "Tech Firm's 95% Straight-Through-Processing (STP) Achievement"

Module 4: Designing Dynamic Approval Workflows

- Principles of Segregation of Duties (SOD) in AP approvals.
- Building rule-based, conditional, and Dynamic Routing workflows.
- Implementing a Mobile-Enabled approval process.
- Timely follow-ups and automated reminders to prevent late payments.
- Case Study: "Financial Services Company's Multi-Entity/Multi-Currency Approval Flow"

Module 5: Payments, Cash Management, & Treasury

- Automating Payment Runs and integration with banking/payment platforms.
- Optimizing for Early Payment Discounts and Working Capital gains.
- Management of domestic and Global Payments (multi-currency, cross-border).
- Process for automated payment reconciliation and GL posting.
- Case Study: "B2B SaaS Firm's Early Payment Discount Capture Strategy"

Module 6: Compliance, Security, & Audit

- Building a Fraud Detection and Risk Mitigation framework.
- Ensuring tax compliance: VAT/GST and E-Invoicing Mandates.
- Maintaining an Immutable Audit Trail and document retention.
- Preparing the AP function for internal and external audits.
- Case Study: "Energy Company's Reduction of Fraud Risk by 80%"

Module 7: Vendor Management & Supplier Enablement

- Implementing a Supplier Self-Service Portal for status inquiries.
- Automating Vendor Onboarding and W-9/Tax Compliance.
- Strategies for a successful Supplier Adoption program.
- Centralizing vendor data for single source of truth
- Case Study: "Telecom Provider's Enhanced Vendor Relationship Management"

Module 8: Advanced Analytics & Future Trends

- Developing an AP Dashboard with Real-time Visibility.
- Utilizing Process Mining to identify and eliminate bottlenecks.
- Predictive analytics for Cash Flow Forecasting.
- Exploring the future: Blockchain for P2P and Hyperautomation.
- Case Study: "Manufacturing Leader's Use of Predictive Analytics for Working Capital"

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call +254769199797

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com