ap association
Accounts Payable Association

APA
Qualifications & Courses

APA accredited training and qualification programs are transforming the AP industry by offering the opportunity to gain a recognised and valued qualification or course

Recognised and valued qualification & course

Our qualifications & courses offer career progression

Trusted by 100's of employers

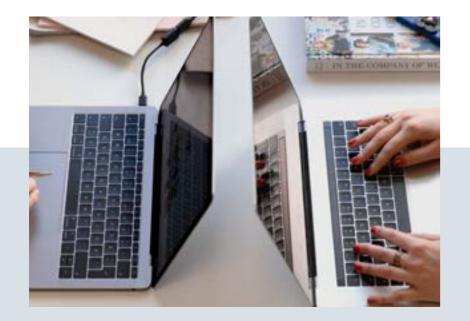## THE NO.1 CHOICE FOR ACCOUNTS PAYABLE AND P2P PROFESSIONALS

CONTENT

◆ **TRANSFORMING THE ACCOUNTS PAYABLE INDUSTRY**

APA accredited training programs are transforming the AP industry by offering the opportunity to gain a recognised and valued qualification or course. Unlike other business functions, AP Professionals have not had access to certified training from a professional body.

For too long, AP Professionals have had no visible career path leading to feeling undervalued. All APA courses are certified by the Accounts Payable Association (APA) who are the first (and only) UK professional body devoted to serving the Accounts Payable / Purchase Ledger professional community**.**

INTRODUCTION TO THE APA

The Accounts Payable Association is a professional body representing the global interests of professionals working in the AP and P2P industry. We offer globally recognised and certified Qualifications and Courses for Accounts Payable and P2P professionals.

The APA is committed to the professional advancement of individuals within the Accounts Payable discipline and closely related financial roles.

The overall aim of the APA is to provide members with an abundance of support, tools, data and information that they need in their day to day work, whilst also helping to plan their careers in the "World of Accounts Payable".

WHY CHOOSE THE APA?

The APA is recognised as the leading global professional body for the Accounts Payable profession. Holding an APA Qualification can dramatically increase your prospects and career development opportunities.

Many leading employers are training their Accounts Payable departments with APA Qualifications & Courses and reaping the benefits of efficient, motivated and trained teams.

Certified AP Customers

müller TARMAC A CRH COMPANY xylem Let's Solve Water Nando's

NHS University Hospitals Birmingham NHS Foundation Trust Dunelm The Home of Homes halfords Sanctuary

APA MANAGER (APAM)
Overview

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Online Qualfication £839

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Fast Track 2 Day £1049
*This can be upgraded to a qualification

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Suggested Entry Requirements
At least 3 years of employment within a finance role.

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Content
The APA Manager is the most advanced within the APA Training Program. You will learn technical and management skills to help you develop and manage Accounts Payable and wider finance teams.

The APAM qualification or course is highly desirable for employers looking for an AP Manager to manage, transform and implement best practices within their AP function. The in-depth course covers all Accounts Payable aspects and AP teams' management and development. Students will be assesed through a series of written blogs for each module and a final assignment.

Upon completion of the Fast Track certified course, you can upgrade to our qualification, which is delivered online through the AP academy.

MODULES

AP MANAGEMENT FUNDAMENTALS
- AP Leadership
- Managing Teams (Onsite & Remotely)
- AP Complaints & Difficult Situations
- AP Project Management
- Change/Stakeholder Management
- KPI's
- Motivation, Coaching & Training
- Presentations

COMPLIANCE & CONTROLS
- Why AP Controls are Fundmental
- Internal Controls
- Process Controls
- Control Best Practices
- Risk Management
- AP Policies & Procedures
- Fraud Prevention
- Cyber Security
- Audits (Internal/External)

BEST PRACTICE & PROCESS IMPROVEMENT
- Statement Reconciliations
- AP Reporting
- AP Benchmarking
- Customer Service
- Procure To Pay
- Process Mapping
- AP Structures

REGULATORY CONTROLS/BUSINESS RESILIENCE
- Anti Bribery / Corruption
- GDPR
- Payment Reporting Practices
- Prompt Payment Code
- Data Security
- VAT Fundamentals
- CIS
- Crisis Strategy
- Resilience Policy
- Brexit Planning

SUPPLIER MANAGEMENT
- Supplier Onboarding
- Supplier Selection
- Supplier Master File Maintenance
- Supplier Access & Control
- Supplier Relationship Management
- Supplier Risk Management

TRAVEL & ENTERTAINMENT (T&E)
- Regulatory guidelines
- T&E Policy
- T&E Compliance
- T&E Process
- Travel Management Companies (TMC)
- Corporate Cards
- T&E Automated Solutions
- T&E Best Practice & Controls
- T&E Fraud

AP TECHNOLOGY
- How far has AP technology come?
- AP Technology Solutions
- Understanding benefits of AP technology
- Which AP solutions to choose?
- Creating a business case for technology
- AP technology planning & implementation
- Communication

+ FINAL ASSIGNMENT

APA TEAM LEADER
Overview

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Fast Track 1 Day £839

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Suggested Entry Requirements
At least 12 months of employment within a transactional finance role.

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Content
The APA Team Leader is more advanced than the APA Technician, as it covers all modules as well as incorporating leadership modules specifically relating to Accounts Payable.

The APA Team Leader covers all aspects of Accounts Payable Leadership, including how to develop AP teams & progress into AP Management.

MODULES

PROCESS
- Career in Accounts Payable
- Accounting Terminology
- Procurement & Procure to Pay
- Invoice Function, Handling & Types Requisition PO
- Statement Requisition
- Procurement Cards Payments
- Cash Management
- **Process Quiz**

SUPPLIERS
- Supplier Management
- Introduction
- Access & Control
- Supplier Setup
- Supplier Verification & Maintenance
- Supplier Requisition
- Supplier Relationships
- **Suppliers Quiz**

VAT
- VAT Basics
- **VAT Quiz**

TECHNOLOGY
- Overview
- AP Technology Solutions Document Management Mail
- **Technology Quiz**

COMPLIANCE & CONTROLS
- Compliance & Controls
- Compliance Controls Quiz

TRAVEL & ENTERTAINMENT
- Travel & Entertainment
- **Travel and Entertainment Quiz**

AP MANAGEMENT
- AP People Management
- AP Leadership
- AP Complaints & Difficult Situations
- AP Management
- Performance, Motivation & Training

APA TECHNICIAN
Overview

Online Qualification £629

Fast Track 1 Day £839

*This can be upgraded to a qualification

Suggested Entry Requirements
At least 6 months of employment within a transactional finance role.

Content
The APA Technician is the intermediate level within the APA training program.

The APA Technician will help you identify and understand all the core processes and procedures required within an Accounts Payable function. The course will provide you with in-depth knowledge of all relevant areas of Transactional Finance and a greater understanding of the entire AP function.

Upon completion of the Fast Track course, you can upgrade to our qualification, which is delivered online through the AP academy.

MODULES

ACCOUNTS PAYABLE FUNDAMENTALS
- Accounting Terminology
- Policies and Procedures
- Process Essentials
- Accounts Payable Structures
- Customer Service and Stakeholder Engagement
- Customer Service and Stakeholder Engagement
- Future of Accounts Payable
- **Fundamentals Mini Quiz**

INVOICES AND PAYMENTS
- Payments and Cash Management
- Payments Assignment
- Invoices and Payments

SUPPLIER MASTER FILE
- Supplier Management
- Supplier Access Control
- Supplier Relationship Management
- Supplier Risk Management
- Supplier Master File
- Supplier Master File Maintenance
- **Supplier Masterfile Quiz**

COMPLIANCE, CONTROLS, VAT AND TAX
- Compliance Controls
- VAT Basics
- **Compliance, Controls, VAT and Tax quiz**

TRAVEL AND ENTERTAINMENT
- Travel & Entertainment
- Travel & Entertainment - Hints & Tips
- **Travel and Entertainment Quiz**

AP TECHNOLOGY AND AUTOMATION
- Technology
- Communication
- **AP Technology and Automation Quiz**

  + FINAL ASSIGNMENT

APA CORE SKILLS
Overview

Online Course £231

Suggested Entry requirements
No entry requirements needed to undertake this course

Content
The APA Core Skills course is the introductory level course within the APA training program and would be perfect for someone new to the function.

The APA Core Skills course will help you identify and understand the core processes and procedures required within an Accounts Payable function. The course will provide you with basic knowledge of all relevant areas of Transactional Finance and a greater understanding of the entire AP function.

MODULES

ACCOUNTS PAYABLE OVERVIEW
- Career in Accounts Payable
- Accounting Terminology
- Cash Management
- Invoice Function, Handling and Types
- P Cards
- Payments
- Requisition and Purchase Order Statement

SUPPLIERS & SUPPLIER MANAGEMENT
- Supplier Management
- Supplier Access Control
- Supplier Relationship Management
- Supplier Risk Management
- Supplier Master File
- Supplier Master File Maintenance
- **Supplier Masterfile Quiz**

AP TECHNOLOGY AND AUTOMATION
- Technology
- Communication
- **AP Technology and Automation Quiz**

MY NOTES

ap association

Accounts Payable Association

Contact Us

📞 01798 861189

✉ info@ap-association.co.uk

🌐 www.ap-association.com