

Up skilled yourself won't be complicated because we're here for you.



## CONTACT INFO



info@comfori.com  
+60356213630

# FINANCE & ACCOUNT CORE MODULE





## OUR MODULE : FI056

---

### TOPIC COVERED

- Module 1: The Important Role of Accounts Payable (AP)
- Module 2: Accounting Essentials for Accounts Payable
- Module 3: Accounts Payable Processes and Best Practices
- Module 4: Key Topics in Accounts Payable Management
- Module 5: The Behavioral Side of Managing Accounts Payable Department

All material and information published here belong to the copyright of Comfori Sdn Bhd. Reproducing this material without the consent of Comfori Sdn Bhd is considered illegal and an act of law will be taken.

### LEARNING OBJECTIVE

- Identify the function of Accounts Payable (AP) and its role in organizations
- Take a successful lead in the management of Accounts Payable
- Get the latest updates on best practices in managing Accounts Payable
- Apply accounting principles related to Accounts Payable
- Recommend improvements to AP operations and ways to motivate the AP staff

**We're here to assist you  
to overcome challenges  
& achieve your desired  
goals.**

---

# INFORMATION

---

### INTRODUCTION

Accounts payable departments handle processing checks, pay-outs, filing backup paperwork, fulfilling check requests, managing vendors and keeping track of cash flow through accounting software. Accounts payable training is designed to provide best practices for accounts payable executives, managers, directors, and controllers. The training program is presented in an engaging, interactive, hands-on style, and is led by an accounts payable management expert. This course provides practical information on accounts payable processes and procedures for utilizing best practices in accounts payable and involves educating you on these tasks and how they are related to the overall accounting department.

### AUDIENCE

Managers of Accounts Payable departments as well as AP staff, clerks, and specialists, who wish to advance their career and professionals in accounting and finance who work closely with Accounts Payable.