

# NEXT GEN AP - AI AUTOMATION AND BEST PRACTICES

## COURSE OVERVIEW

This course provides a modern, in-depth exploration of Accounts Payable (AP) with a strong focus on AI-driven automation, digital workflows, and best practices for achieving accuracy, efficiency, and fraud prevention.

Participants will gain a robust understanding of liabilities, AP responsibilities, and the technologies transforming AP functions.

You will learn how to eliminate common AP errors—such as duplicate invoices, incorrect postings, manual bottlenecks, and weak controls—through smarter processes and AI tools.

## TARGET COMPETENCIES

- Accounting Systems Proficiency
- Financial Statement Expertise
- Understanding of the Accounting Cycle
- Accounts Payable Management
- Accruals and Deferrals Management
- Reporting, Compliance & Internal Controls
- AP Automation & AI Readiness
- Digital Workflow Optimization

## TARGET AUDIENCE

Designed for finance professionals, accountants, controllers, AP specialists, financial managers, and anyone responsible for AP functions seeking to leverage automation and modern AP practices to enhance accuracy, compliance, and operational efficiency

## COURSE OBJECTIVES

By the end of this course, attendees will be able to:

- Understand the evolving role of AP in modern financial management.
- Apply accounting principles and automation techniques to AP processes.
- Use AI tools to streamline invoice management, validation, and reporting.
- Implement best practices for AP workflow optimization and fraud prevention.
- Manage vendor relationships and improve cash flow visibility.
- Build AP dashboards and use data-driven insights for decision-making.

# **COURSE METHODOLOGY**

This course uses a practical, hands-on approach combining real AP scenarios, automation demos, and interactive exercises to build strong technical, analytical, and decision-making skills for modern accounts payable management.

## **COURSE OUTLINE**

### **ACCOUNTING FOUNDATIONS FOR NEXT-GEN AP**

- Overview of accounting systems and how AI integrates with AP workflows
- Double-entry bookkeeping and implications for AP automation
- How cost/managerial accounting interacts with AP decisions
- Ensuring accuracy in digital environments
- Strengthening internal controls in AI-supported AP processes

### **FINANCIAL STATEMENTS & THE ROLE OF AP**

- Purpose and structure of core financial statements
- Deep dive into liabilities and their impact on financial health
- How AP influences cash flow, profitability, and liquidity ratios
- Automation of AP-related financial statement updates
- Linking AP insights to strategic decision-making

### **THE MODERN ACCOUNTING CYCLE WITH AUTOMATION**

- End-to-end accounting cycle with AI-assisted steps
- Ledger structure and digital ledger technologies
- Understanding accounts and mastering debits/credits in AP systems
- Recording and posting transactions using AP automation tools
- Trial balance automation and error detection using AI

### **NEXT-GEN ACCOUNTS PAYABLE MANAGEMENT**

- Understanding liabilities in a digital and automated environment
- Distinguishing short-term vs. long-term obligations
- Smart estimation of liabilities using predictive analytics
- AP fraud prevention using automation and anomaly detection
- Managing vendor risks through AI-enabled analysis
- Best practices for governance and internal controls in AP
- Eliminating duplicate invoices, identifying exceptions, and workflow optimization

### **ACCRUALS & DEFERRALS IN THE AGE OF AUTOMATION**

- Adjusting entries for expenses and payables
- Ensuring accuracy through automated matching (2-way / 3-way match)
- AI-enhanced monitoring of accruals
- Preparing automated adjusted trial balances
- Using AP data for improved financial forecasting

### **REPORTING PAYABLES WITH AI & ANALYTICS**

- Creating AP reports using automation tools
- Aging analysis and smart alerts for overdue payables
- Integration between AP sub-ledger and general ledger
- AI-driven recommendations for managing aged payables
- Automated period-end closing for AP
- Building AP dashboards and visual financial insights

To register or for complete course information

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