



FINANCE MINDSCAPE

EMPOWERING STUDENTS FOR FINANCIAL EXCELLENCE

Procure to Pay (P2P)		
Course	Module	Topics
	Introduction to Procure To Pay (P2P)	The AP Process (AP Workflow) P2P - Upstream vs. Downstream AP Process and Sub-Process
		Purchase Requisition Purchase Order (Different Types) Standard PO, Blanket PO, Contract PO, Planned PO
	Vendor Management:	Vendor Management Process Flow SIPOC Vendor Verification Vendor Set Up Vendor Account Maintenance
	Invoice Processing	Introduction
		Invoice Types
		The Matching Concept
		PO Vs Non PO Invoice processing
		Electronic Vs Paper Invoice
		Invoice processing - Validation (Rules)
		Invoice Hold , Exception
		Process Control, Case Studies
		Knowledge Check
PTP (Procure To Pay)	Payments	Payment Process - Introduction
		Understand different Payment / Disbursement Methods
		Manual Vs Automated Payment process

		Electronic Payment - EFT , WIRE
		Process Control
	Reconciliation	Introduction Account Reconciliation GR/IR Reconciliation Other Reconciliation
	AP Process Control	Control Overview Importance of Control Different Components of Controls Types of Controls Control - Scope in AP
	Tools / Technology	Understand Different Tools , Automation Scope in P2P
	Metrics / KPI / SLA	Basic understanding on some important KPI's in AP
	Assessment / Knowledge Check	QnA A detailed knowledge Check Interview guide / readiness