

OPERATIONS & SUPPLY CHAIN | COURSE BROCHURE

# Purchase Order and Invoice Matching Controls

5 days | Classroom training | English

**SMART HORIZON**

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# Course content

## Why attend

Weak controls in purchase-to-pay allow duplicate payments, overbilling and fraud. This course explains purchase order, goods receipt and invoice matching controls: two-way and three-way matching, tolerances, exception handling, vendor master controls, duplicate payment prevention and monitoring with analytics.

Simple matching controls can prevent significant losses. You will learn how to design and operate them effectively.

## Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

## Course methodology

Control design exercises, exception analysis, case studies of payment fraud and analytics demonstrations.

## Course objectives

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

- Explain purchase-to-pay control objectives
- Apply two-way and three-way matching
- Set tolerances and manage exceptions
- Control vendor master data
- Prevent duplicate and fraudulent payments
- Monitor controls with analytics

## Target audience

This course is suitable for:

- Accounts payable managers and staff
- Procurement officers
- Finance controllers
- Internal auditors
- Shared service staff



# Course content

## Target competencies

Participants will develop competencies in:

- Control design
- Exception management
- Data integrity
- Fraud prevention
- Control monitoring

## Course outline

### Day 1: P2P Controls

| | |
|---|---|
| **09:00–10:08** | Purchase-to-pay risks |
| **10:08–11:00** | Control framework |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Control framework (continued) |
| **11:45–12:53** | Segregation of duties |
| **12:53–14:00** | Exercise |

### Day 2: Matching

| | |
|---|---|
| **09:00–10:08** | Two-way and three-way matching |
| **10:08–11:00** | Goods receipt |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Goods receipt (continued) |
| **11:45–12:53** | Tolerances |
| **12:53–14:00** | Workshop |

### Day 3: Exceptions

| | |
|---|---|
| **09:00–10:08** | Exception handling |
| **10:08–11:00** | Price and quantity variances |
| **11:00–11:30** | **Coffee break** |



# Course content

| | |
|---|---|
| **11:30–11:45** | Price and quantity variances (continued) |
| **11:45–12:53** | Approvals |
| **12:53–14:00** | Exercise |

## Day 4: Vendor Master and Fraud

| | |
|---|---|
| **09:00–10:08** | Vendor master controls |
| **10:08–11:00** | Duplicate payments |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | Duplicate payments (continued) |
| **11:45–12:53** | Fraud schemes |
| **12:53–14:00** | Case study |

## Day 5: Monitoring

| | |
|---|---|
| **09:00–10:08** | Analytics tests |
| **10:08–11:00** | KPIs |
| **11:00–11:30** | **Coffee break** |
| **11:30–11:45** | KPIs (continued) |
| **11:45–12:53** | Continuous improvement |
| **12:53–14:00** | Action plan |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



# Course content

## Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Cape Town<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **£1,890.–** |
| Online<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **£1,250.–** |
| Rome<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **£2,450.–** |
| Online<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **£1,250.–** |
| Vienna<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **£2,940.–** |
| Online<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **£1,250.–** |
| Rome<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 18 Jan 2027 | 22 Jan 2027 | **£1,250.–** |
| Barcelona<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **£2,840.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **£1,250.–** |
| Dubai<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **£3,150.–** |
| Online<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **£1,250.–** |
| London<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **£1,250.–** |
| Barcelona<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **£2,840.–** |
| Online<br>Confirmed dates | 5 Apr 2027 | 9 Apr 2027 | **£1,250.–** |
| Cape Town<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **£1,890.–** |
| Online<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **£1,250.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| London<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 17 May 2027 | 21 May 2027 | **£1,250.–** |
| Amsterdam<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **£2,540.–** |
| Online<br>Confirmed dates | 7 Jun 2027 | 11 Jun 2027 | **£1,250.–** |
| Rome<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **£2,450.–** |
| Online<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **£1,250.–** |
| Istanbul<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **£2,650.–** |
| Online<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **£1,250.–** |
| Frankfurt<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **£2,650.–** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Online<br>Confirmed dates | 2 Aug 2027 | 6 Aug 2027 | **£1,250.-** |
| Dubai<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **£3,150.-** |
| Online<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **£1,250.-** |
| Kuala Lumpur<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **£1,450.-** |
| Online<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **£1,250.-** |
| Vienna<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£2,940.-** |
| Online<br>Confirmed dates | 4 Oct 2027 | 8 Oct 2027 | **£1,250.-** |
| Paris<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **£2,860.-** |
| Online<br>Confirmed dates | 18 Oct 2027 | 22 Oct 2027 | **£1,250.-** |



# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (GBP) |
|---|---|---|---|
| Dubai<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **£3,150.-** |
| Online<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **£1,250.-** |
| Cape Town<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **£1,890.-** |
| Online<br>Confirmed dates | 29 Nov 2027 | 3 Dec 2027 | **£1,250.-** |

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

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