

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



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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**



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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 EUR, excluding unconfirmed taxes.

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



Course content

Dates, venues and fees (continued)

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



Course content

Dates, venues and fees (continued)

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



Course content

Dates, venues and fees (continued)

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



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	8 Nov 2027	12 Nov 2027	**€3,150.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**
Cape Town Confirmed dates	29 Nov 2027	3 Dec 2027	**€1,890.-**
Online 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 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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