



### **Workshop on Accounts Payable Risk and Fraud Prevention**

March 2 – 6, 2026, 1<sup>st</sup> Run: Lagos & Port Harcourt

September 7 – 11, 2026, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee: Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### **Program overview:**

This course is designed to equip participants with comprehensive knowledge and practical skills in identifying, mitigating, and preventing risks and fraud in the accounts payable (AP) process. Accounts payable departments are vulnerable to various types of fraud and errors, making it crucial for professionals to understand best practices and strategies to safeguard organizational assets and maintain financial integrity.

This course provides comprehensive insights into the common risks and fraud schemes in accounts payable, along with strategies and best practices for implementing effective controls and safeguards.

#### **For whom:**

This course is suitable for finance professionals, accounts payable managers, internal auditors, and compliance officers responsible for mitigating fraud risks in accounts payable processes

#### **Learning objectives:**

At the end of the program, participants will be able to:

- identify common risks and fraud schemes in the accounts payable process.
- explain the impact of accounts payable fraud on financial stability and compliance.
- learn how to implement effective internal controls to prevent and detect accounts payable fraud
- explain segregation of duties, authorization controls, and transaction monitoring techniques.
- develop best practices for vendor due diligence and vendor risk assessment.
- explain the importance of vendor validation and verification in fraud prevention.
- explore technology solutions and software tools for fraud detection and prevention in accounts payable.
- Learn how to leverage data analytics and automation for proactive fraud monitoring.
- gain insights into regulatory requirements and compliance standards related to accounts payable.
- explain the reporting obligations and responsibilities for accounts payable fraud incidents.

#### **Course Outline:**

##### **Day 1: Module 1: Introduction to Accounts Payable (AP) Processes**

- Overview of Accounts Payable function
- Importance of AP in financial management
- Key stakeholders and their roles in AP

##### **Module 2: Understanding Accounts Payable Risks**

- Common types of risks in AP processes
- Impact of risks on organizational finances and reputation
- Case studies and examples of AP fraud incidents

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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**Day 2: Module 1: Fraud Detection Techniques**

- Red flags and indicators of AP fraud
- Techniques for detecting fraudulent activities
- Role of data analytics in fraud detection

**Module 2: Internal Controls in Accounts Payable**

- Importance of internal controls in AP
- Segregation of duties and dual control principles
- Approval workflows and authorization limits

**Day 3: Module 1: Best Practices in Accounts Payable Management**

- Vendor due diligence and verification procedures
- Invoice verification and payment controls
- Documentation and record-keeping best practices

**Module 2: Fraud Prevention Strategies**

- Implementing a fraud prevention framework
- Conducting fraud risk assessments
- Training and awareness programs for AP staff
- Developing a Fraud Prevention Plan

**Day 4: Module 1: Technology and Automation in AP Risk Management**

- Role of technology in enhancing AP security
- Automation tools for fraud detection and prevention
- Integration of ERP systems and AP management software

**Module 2: Case Studies and Practical Exercises**

- Real-life case studies of AP fraud incidents
- Group discussions on preventive measures
- Practical exercises in identifying and mitigating AP risks

**Day 5: Module 1: Compliance and Regulatory Considerations**

- Compliance requirements related to AP processes
- Impact of regulatory changes on AP risk management
- Ensuring adherence to internal policies and external regulations

**Module 2: Building a Culture of Ethical Conduct**

- Role of leadership in fostering a culture of integrity
- Promoting ethical behavior in AP operations
- Whistleblower policies and reporting mechanisms
- Establishing Continuous Monitoring and Improvement mechanisms
- Feedback loops and adapting to emerging risks

**LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N350, 000**

In-plant Fee Negotiable

**WORKSHOP FEE:**

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250**

**Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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**Methodology:** Through interactive lectures, case studies, and practical exercises, participants will gain the knowledge and skills needed to identify, prevent, and respond to accounts payable fraud effectively

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