



PROCUREMENT AND MATERIALS MANAGEMENT

Purchase to Pay Process and Controls

3 day course

Classroom, online or in-house

Course overview

The purchase to pay cycle is where an organisation actually parts with money, and most of the fraud and error it suffers enters through a weakness somewhere along it rather than through a dramatic breach. This course covers securing it end to end. Delegates work through the process from requisition through order, receipt, invoice and payment, and the control points at each stage. Three way matching and the exceptions that defeat it are covered. Vendor master data is treated as a control in its own right, since a fictitious or amended supplier record is the commonest route to loss. Approval limits, delegation and segregation of duties follow. The course closes on exception reporting, automation and measuring process performance.

What you will learn

- Map the cycle from requisition through to payment
- Place controls at each stage of the process
- Apply three way matching and handle the exceptions that defeat it
- Control vendor master data as a fraud prevention measure
- Set approval limits, delegation and segregation of duties
- Report and investigate exceptions
- Automate appropriately and measure process performance

Who should attend

- Accounts payable and finance staff
- Procurement and buying personnel
- Internal auditors testing the cycle
- Systems staff configuring the process
- Managers approving requisitions and payments

Course outline

- 01 Where the money actually leaves
- 02 Requisition and approval
- 03 Order placement and commitment
- 04 Goods receipt and evidence
- 05 Invoice processing and three way matching
- 06 Vendor master data as a control
- 07 Approval limits and segregation of duties
- 08 Exception reporting, automation and performance

Upcoming dates

Dates	Venue	Format	Fee per delegate
16 to 18 December 2026	Pretoria, South Africa	Classroom	R14,950
28 to 30 December 2026	Cape Town, South Africa	Classroom	R14,950
8 to 10 February 2027	Durban, South Africa	Classroom	R14,950
1 to 3 March 2027	Addis Ababa, Ethiopia	Classroom	USD 995



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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