



# CERTIFIED PROCURE TO PAY (P2P) PROGRAM

3 Month Case Studies Based Certification Program

## **ABSTRACT**

SkillnJobs' three-month online Certified Procure to Pay (P2P) program prepares learners for real-world roles, covering accounting fundamentals, vendor master data, purchase orders, goods receipt, invoice processing, and essential internal controls.

## **Tools Covered**



# Certified Procure to Pay (P2P) Certification Program

## 1. Background of SkillnJobs

SkillnJobs is an innovative skill-development and recruitment platform designed to bridge the gap between education and employment. Inspired by industry-approved academies like DoubleEntry, it focuses on training learners in high-demand domains so they can move seamlessly into professional roles. Our programmes are curated by finance and accounting experts and emphasise practical learning through real-life case studies and projects. By providing job-oriented training and a dedicated job portal, SkillnJobs empowers graduates to start fulfilling careers with confidence.

## 2. Benefits of enrolling into SkillnJobs

- Industry-approved courses with curriculum vetted by finance and accounting practitioners.
- **Job guarantee and placement assistance** – 100 % placement record and salary packages ranging from ₹3 – 4.5 lakhs per annum.
- Learning from industry experts through live classes and mentorship sessions.
- 15+ real-life case studies and 75 hours of immersive training.
- Dedicated job portal with LinkedIn and résumé optimisation support.
- 100+ practice tests, 55+ self-paced resources and interactive SAP/ ORACLE / Oracle environment to reinforce concepts.
- Flexible EMI options and doubt-clarification sessions to make learning accessible to everyone.
- Supportive alumni network and community to help you grow beyond the classroom.

## 3. Background of Procure to Pay Activities

The *Procure to Pay* (P2P) cycle is the backbone of corporate accounting and finance. It covers every step from raising purchase orders to settling invoices with suppliers. In this certification, learners begin with the fundamentals of accounting before diving into the P2P process. They explore real-world documents such as purchase orders, goods receipt notes and invoices, learn how to maintain vendor master data, process invoices using two- and three-way matching, handle imports and understand key internal controls. Practical sessions in a live SAP/ ORACLE / Oracle environment teach participants how to log into the system, use P2P transaction codes, record transactions and generate reports. Through case studies and simulations, learners understand how an efficient P2P system ensures timely payments, strengthens supplier relationships and improves working capital.

## 4. Syllabus

1. **Fundamentals of Accounting**
  - Golden rules of accounting and journal entries.
  - Basic journal entries in SAP/ ORACLE / Oracle.
  - Case studies.
2. **Procure to Pay (Theory)**

- Overview of the procure-to-pay process.
  - Real-life documents: purchase orders, goods receipt notes, vendor invoices.
  - Vendor master maintenance and invoice processing (two-way/three-way match).
  - Handling imports and key controls in accounts payable.
  - Three case studies highlighting best practices.
3. **Procure to Pay on SAP/ ORACLE / Oracle**
- Logins and navigation in SAP/ ORACLE .
  - Essential transaction codes (T-codes).
  - Transaction processing and report generation.
4. **Order to Cash (Accounts Receivable)**
- Overview of the order-to-cash process.
  - Sales orders, delivery notes and billing processes.
  - Customer master maintenance and key controls.
  - Hands-on practice in SAP/ ORACLE .
5. **Record to Report**
- Understanding accruals, provisions and bank reconciliation statements.
  - Inter-company and inventory reconciliations.
  - Fixed asset accounting.
6. **Compliances & Reporting**
- Tax Deducted at Source (TDS) and Goods & Services Tax (GST) compliance.
  - Portal compliances and e-commerce reconciliations .
7. **Advanced Excel & Automation**
- Advanced Excel techniques for accountants.
  - Automation tools in finance & accounting (RPA and AI).
8. **Soft Skills & Employability**
- Communication and presentation skills.
  - Mock interviews and career readiness preparation.

## 5. Key Advantages of this Certification Course

- Become **job-ready** in just three months.
- Gain hands-on experience with SAP/ ORACLE , the industry's leading ERP system.
- Develop expertise in accounts payable processes and controls.
- Enhance employability with strong knowledge of compliance and taxation.
- Build confidence to clear interviews through mock interview sessions and soft skills training.
- Access a network of mentors and peers for continued growth.
- Qualify for roles such as Payables Specialist, Receivables Specialist, GL & Reporting Analyst and more.

## 6. Time Period

The certification programme spans **three months** of intensive training and practical application, allowing you to master the procure-to-pay cycle and related accounting processes at a manageable pace.

## 7. Mode of Course Delivery

Classes are delivered **online** via live interactive sessions complemented by self-paced learning modules. This format ensures flexibility while maintaining personal interaction with instructors and peers. Recorded sessions, downloadable resources and an online SAP/ORACLE environment allow you to revisit material whenever needed.