



Yes! There is a better way to handle your most aggravating, worry-provoking, time-consuming AP challenges! And, the only place you'll find the solutions you need is at ...

# managing accounts payable

**Errors in AP aren't just embarrassing ... they're costly.  
Some could even land you in legal hot water!**

**This vital one-day seminar covers the most critical issues in AP today. It's must-attend training for AP pros who are committed to staying on the cutting edge of their field.**

## *Do you ever ...*

- › Fret that the auditors may find mistakes that you should have caught?
- › Wonder what other organizations do to streamline their AP processes, policies, and procedures?
- › Worry that your organization could be a victim of fraud?
- › Get confused about which new laws and regulations impact AP in your organization?
- › Want company-wide cooperation to ensure invoices are approved and processed faster?
- › Worry that your internal controls could fail and put your job in jeopardy?
- › Find yourself correcting expense coding mistakes at month-, quarter-, and year-end?

**Put an end to these worries and frustrations for good! Enroll today!**

### KEY CONCEPTS COVERED:

- › Creating solid internal controls
- › Improving communication inside and outside the organization
- › Strategies for preventing and detecting fraud
- › E-tools and e-banking
- › 1099 reporting compliance
- › Audit-proof records retention and destruction

**Enroll** online at

[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com)

or call 1-800-258-7246

# Your AP Job Is 10 Times Tougher Than It Was a Few Years Ago ... This Training Will Help!

There's no comparison between the job you do today and the one you did even two years ago. You deal with tremendous deadlines, an overwhelming workload, tougher regulations, and constant pressure to save your organization big bucks – with fewer resources. Like many AP managers, you might find that it's becoming harder and more stressful than ever before to do your job.

You need solid information on where and how you can make your AP process faster and more flexible. And you need the cutting-edge tools and techniques to make it happen. Just as important, you need solid strategies for eliminating errors, increasing security, and communicating with people to get what you need when you want it. But how do you get all this information? By trial and error; sorting through giant resources and countless Web sites? If you don't have time for that, you don't want to miss *Managing Accounts Payable* where we do the work for you.

## Take Control of Your Time, Resources, and Workload in One Day!

If you feel like you'll never get ahead of the game; that your process runs you instead of you running the process – this training is just what you need. You'll learn:

- › Secrets for preventing common errors and mistakes – that can cost you big!
- › How to get co-workers, vendors, and managers to work *with* you, not against you!
- › Shortcuts and time-savers for reducing your massive workload
- › Red flags that indicate fraudulent activity
- › And much more!

**You owe it to yourself to attend this informative, one-day event guaranteed to improve the way you do business forever.**

## Take the A/P Self-Audit Quiz

Think your processes and procedures are airtight? Think things could run a little smoother? Put yourself to the test. How many of these situations fit you at work?

- I'm not 100% confident that an auditor wouldn't find a few problems in our records.
- I want to get my invoices paid and processed faster and more accurately.
- I could use some help knowing how to quickly and accurately identify employee or vendor fraud.
- There are times that I need 30 hours in a day – not just 24!
- I could use information on 1099 reporting compliance.
- I'm not 100% sure that our expenses are coded correctly.
- There are times when I wish things would just run smoother.
- There are times when my staff or I have to track down other employees or department heads to get forms, documents, information, or signatures that we need to do our jobs.

If you checked even ONE box above, enroll in this powerful one-day training event immediately. You're losing time, money, and productivity when you don't have to! Learn the secrets to operating a more efficient and effective accounts payable department. **Enroll today!**

# Learn the Success Secrets Top AP Pros Share!

There are certain qualities and behaviors that all successful accounts payable professionals share. This session doesn't just teach you about the "nuts-n-bolts" of A/P processes and procedures. It also helps you grow as an A/P professional. You'll learn amazing shortcuts that don't sacrifice accuracy for time ... how to manage your vendor files better ... and how to make month-end just another part of your job and not the all-encompassing nightmare it is for some people. All these timesaving (and stress-reducing) strategies will leave you free to work on yourself and your suddenly brighter career! Guaranteed.

## 10 Proven Benefits of Attending *Managing Accounts Payable*:

1. Give your department's efficiency a boost with streamlined payment processes.
2. Get your invoices approved and processed faster for maximum cash flow.
3. Ensure your 1099 reporting is 100 percent compliant.
4. Build harmony between yourself and other departments and get your approvals, verifications, sign-offs, and signatures without hassles.
5. Avoid the mostly common and costly AP mistakes.
6. Find out where and when you can use e-tools and e-banking to make your job easier.
7. Make your month-ends smoother and worry-free.
8. Enhance regulatory compliance with master vendor file procedures.
9. Learn how to prevent and detect fraud from billing scams to data security.
10. Ensure your recordkeeping system is accurate, accessible, and audit-proof.

**»»»** Enroll online at

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or call **1-800-258-7246**

**"Very interesting ...  
surpassed my expectations."**

– Fabiola Cerzan, Accounting Manager

**"It was fast-paced, extremely  
informative and most  
importantly, a major time-  
saver."**

– Larry Foshay, Asst. Controller

**"Excellent! The instructor  
was very knowledgeable!!!"**

– Howard Wayne, A/P Manager

**"I left the seminar with new  
ideas to improve my job  
performance in accounts  
payable."**

– Tina Morris, A/P Manager

**"Obtained lots of useful  
information and ideas to help  
make my job easier."**

– Nancy Hauser, Accounts Payable

## Our Guarantee of Complete Satisfaction

We stand behind *Managing Accounts Payable* with our 100 percent, iron-clad, money-back guarantee of satisfaction. If you are not completely satisfied with the solid AP skills, tools, and information you'll receive at this workshop, we'll refund your money in full. **Guaranteed.**

# your workshop agenda

## Secrets of Successful AP Pros Revealed

- › Qualities the best AP pros share
- › A review of the most critical processes, systems, and procedures
- › Testing your accounting knowledge
- › How many hats do you wear? Why your job is about more than just paying the bills

## Guaranteed Shortcuts and Time-Savers That Reduce Your Workload

- › Tips for managing mountains of invoices – getting invoices approved and processed in a timely manner
- › Essential how-to's for streamlining your payment process
- › How to maintain current and accurate payment records without jumping through hoops
- › Questions you should ask about each invoice
- › Creating a checks-and-balance system for reducing errors
- › Where to quickly find answers for sales tax compliance

## Strategies for Making Your Master Vendor Files Work for You

- › Determining independent contractor status
- › Setting up the master vendor file
- › Using naming conventions
- › Master vendor file procedures to enhance regulatory compliance
- › 1099 MISC reporting compliance
- › Master vendor file to help with use-tax traps and escheatment issues
- › Best-practice policies for master vendor files

## Improving Payables Processes for Greater Efficiency

- › Strategies to eliminate the three-way match
- › Invoice coding standards to improve efficiency and reduce duplications
- › Improving your e-invoicing and e-payment program
- › Pros and cons of p-card purchasing
- › T&E report audit guidelines
- › Ensuring expenses are coded correctly
- › How new technology can increase productivity

## Internal Controls for Complying With Sarbanes-Oxley

- › Measuring your organization's current controls
- › Setting up vendor and receiver controls
- › How to set up an easy system for eliminating duplicate payments
- › Controls you must have to meet federal regulations and requirements
- › Controls that will help prevent and eliminate fraudulent activity

## Fraud Detection and Prevention Strategies

- › Common characteristics of fraud perpetrators
- › Positive pay and reverse positive pay
- › Preventing AP fraud
- › What you can do
- › What your banks can do
- › Red flags that indicate fraudulent activity
- › Check and electronic fraud prevention actions
- › How computer analysis can highlight possible fraud

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Program hours 9 a.m. to 4 p.m.

Registration begins at 8:30 a.m.

## Setting up Audit-Proof Files and Records

- › Setting up files that withstand audits
- › Making files accessible to others without putting the files in jeopardy
- › Year-end reporting and 1099s
- › The latest government requirements and regulations regarding how you should handle certain payments

## Overcoming Common AP Issues

- › What you must know before considering outsourcing
- › Implementing a disaster recovery program
- › Capital purchases
- › Benchmarking

## Communication Strategies to Get What You Need When You Want It

- › How to keep information moving between your department and your organization
- › Getting approvals, documentation, and complete information – the first time!
- › Understanding the most important rule in the vendor/supplier relationship
- › How to negotiate excellent payment terms
- › How to deal with difficult people who make your job twice as hard

### Free to Every Workshop Attendee!

When you attend this training session, you'll take more than just up-to-date information, practical how-to's, and a brand-new network of business contacts back to the office. You'll also take the information from your session, condensed down into an easy-to-use workbook. This resource will become your "one-stop shop" for solutions to your toughest AP problems for years to come.



## Why National Seminars Group as Your Training Partner?

There's a reason that we train thousands of accounting professionals like you every year. Our accounting training reinforces positive job skills and turns good employees into GREAT employees! With a full line of public seminars, cutting-edge audio conferences, and web conferences, we're one of the nation's most popular and respected accounting training providers in the world.

In addition to our outstanding training events, we also have an award-winning line of books, CD-ROMs, tapes, DVDs, software, and self-study courses available from our online Resource Store. Discover why accounting professionals all over the country turn to us for their critical training needs by enrolling in one of our seminars today at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com) or call 1-800-258-7246.

RUCEC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing

professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417; NASBA phone number: 615.880.4200; Web site: [www.nasba.org](http://www.nasba.org).



## ON-SITE TRAINING

# We Can Bring This Training Directly to Your Company

In these days of Sarbanes-Oxley and all-too-critical audits, when it comes to creating and following outstanding accounting processes and procedures to the letter, there's no such thing as too much information. That's why successful companies like yours are using on-site training to bring this critical knowledge directly to their organizations for staff accountants ... department heads ... even executives.

Our On-Site Training Department can deliver this seminar – or more than 100 other cutting-edge training programs ranging in topics from accounting to customer service to general management and more – directly to you for private, in-house training. With the help of our training specialists, you determine the location, date, time, and delivery format for your training. We can also assist you in selecting just the right trainer and tailor the program to your organization's unique needs.

Cost-effective and guaranteed to change the way your employees perform on the job, you will achieve new levels of excellence as an organization.

**To find out how we can help you solve every one of your training challenges, take just a few minutes and talk with one of our expert Training Consultants at 1-800-344-4613. So call us today and start achieving brand-new levels of performance tomorrow!**

## To Enroll ...



Register online at  
[www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com)



Call toll-free 1-800-258-7246



Fax the completed registration  
form to 1-913-432-0824



or Mail the registration form to  
**National Seminars Group**  
P.O. Box 419107  
Kansas City, MO 64141-6107

## Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

**Group Discount:** When 3 enroll from your organization, a 4th may attend for FREE!

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

**Cancellation:** If you cannot attend, you may send a substitute or receive a credit memo toward a future workshop. If you cancel your registration up to five business days before the workshop, your registration fee will be refunded less a \$10 enrollment charge.

**CEUs:** Continuing education credit may be recognized by your professional board. Contact your own board to find out what's required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions. RUCCEC is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

**Tax Deduction:** The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

FED ID #43-1576558

## Recommended Resource From the Experts ...

*Get all the answers you need to create and run a superstar accounts payable department!*

# Accounts Payable

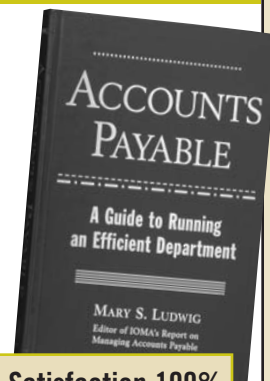
## A Guide to Running an Efficient Department

by Mary S. Ludwig, Editor of IOMA's Report on Managing Accounts Payable

This comprehensive guide book covers 8 key areas: traditional functions, people management issues, travel and entertainment, high-tech applications, new accounts payable, other accounts payable topics, and fraud.

Hardback ... Item No. ACPAY0207

**Your Price \$135**



**Satisfaction 100%  
Guaranteed!**

To order, call 1-800-258-7246 or see order form on page 7.

**Enroll** online at [www.NationalSeminarsTraining.com](http://www.NationalSeminarsTraining.com) or call **1-800-258-7246**

# registration form

## Workshop Schedule

### 1. Enrollment Fee

**Group Discount: When 3 enroll from your organization, a 4th can attend FREE!**

*(Please list additional registrations on a separate sheet and attach.)*

1. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
City/Event # \_\_\_\_\_
2. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
City/Event # \_\_\_\_\_
3. Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
City/Event # \_\_\_\_\_
4. (FREE!) Mr./Ms. \_\_\_\_\_ Title \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
City/Event # \_\_\_\_\_

- Please send me \_\_\_\_\_ copies of the **Accounts Payable** (Item No. ACPAY0207) at \$135 each. Add 7% or applicable sales tax to your product payment. Shipping fees are \$6 for first item; \$1.50 for each additional item; express extra. Method of payment is indicated in step 5.

### 3. Company Information (Please Print)

\*Phone required in case of last-minute changes.

Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Mail Stop \_\_\_\_\_ \*Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Approving Supervisor: Mr./Ms. \_\_\_\_\_  
Title \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
\*\*Fax \_\_\_\_\_

\*\*Your fax number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area.

### 4. VIP Privileges Program – Join Today!

Join our **VIP Privileges Program** and enjoy exclusive discounts and benefits. We will fax you and your organization first notice of upcoming events in your area, special discounts up to 50% and offers available to members only.

#### Sign here to join

*By signing, you and your organization are giving permission for RUCCEC to use your fax number to notify you and your organization of upcoming seminars in your area and provide you and your organization with special discounts and offers.*

### 5. Method of Payment

- If you have registered by phone, please record your confirmation number here:  
\_\_\_\_\_
- Check payable to National Seminars Group is enclosed.
- Charge to:  MasterCard  VISA  American Express  Discover  Diners Club  
Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Signature \_\_\_\_\_
- Bill my organization; Attn: \_\_\_\_\_  
(Note: Full registration fee due and payable prior to start of workshop)
- Our purchase order is attached (government, educational, and health-care organizations only)

### 6. Important: Your VIP Customer Number

□ □ □ □ - □ □ □ □ □ □ □ □ - □ □ □ □ - □ □ □ □ □ □

Fill in your VIP Customer Number as it appears above the name on the mailing label.  
(Record the number even if the label is addressed to another individual.)

SD, CT, and WV residents, please add applicable sales tax to your payment. If you are tax-exempt, enter your tax-exempt number here: \_\_\_\_\_ and attach a copy of your tax-exempt certificate.

Program hours: 9 a.m. to 4 p.m.

Registration begins at 8:30 a.m.



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