

Finally! The training you need to be more effective and efficient immediately – and to avoid making mistakes that could cost your organization plenty!

ORGANIZING & MANAGING ACCOUNTS PAYABLE

An Interactive One-Day Workshop
Presenting Real-World Techniques &
Shortcuts for Managing the Accounts
Payable Process

Gain the solid skills and solutions you need to handle your tough job confidently and professionally!

- Get an update on government requirements for handling payments
- Discover the latest time-savers for processing payables
- Institute more effective internal controls for reducing duplicate payments, fraud, and wasteful spending
- Turn your AP department into a profit center!
- Learn power tips and shortcuts for reducing your massive workload
- Prevent costly errors by spotting weaknesses in your current processes
- Gain recognition and respect for the hard work you do!

And much, much more!

Enroll online at
www.NationalSeminarsTraining.com
or call **1-800-258-7246**.



This program is part of the STAR12 Complete Learning Center.
Details on page 6.

Boost your AP skills, save your company **BIG BUCKS** – and gain the credibility and respect you deserve!

“Truly useful information! Extremely valuable in helping me improve and grow in performing my work in accounts payable.”

– J. Block, Brake Printing

“It was uplifting to realize how important my work is. I was relieved to find out that organizations everywhere experience problems similar to ours.”

– M. Schmidt, Missouri Dept. of Mental Health

“Easy to understand and not presented in a boring tone ... a lot of valuable information I will put into practice daily.”

– D. Goff, Dept. of Natural Resources

As an accounts payable professional, we know you face enormous challenges every day “in the trenches.”

You’re under constant deadlines, your workload is overwhelming, you have enormous responsibility and not enough authority – and everyone thinks all you do is PAY THE BILLS!

Sound familiar? Sure it does. These frustrations have been expressed time and again from the literally hundreds of AP professionals like you that we’ve had the privilege to train and talk with over the years. And there’s yet another stressor that comes along with your tough job: Even a single mistake on your part can cost your company an enormous amount. That’s a lot of pressure!

But help is on the way, thanks to an incredible one-day workshop, **Organizing & Managing Accounts Payable**. We’ve condensed tons of information to get to the essentials – the very latest proven AP techniques; accepted best practices guaranteed to improve your accuracy and SAVE MONEY; and techniques, tips, and shortcuts that will help you get more done in less time. Here’s a sample of the skill-building instruction you’ll gain ...

- How-tos for organizing, streamlining, and managing your enormous workload
- 6 crucial questions you should ask about every invoice
- Secrets to setting up files that will hold up under the scrutiny of an audit
- Update on current government regulations and requirements
- A fail-safe system that eliminates duplicate payments
- Tips for getting approvals and authorizations – without getting headaches!
- Plus a Special Section on the latest in AP technology

Participants frequently say that what they love about this workshop is that it provides more than just cutting-edge information. It also gives them the rare opportunity to share ideas with peers who know where they’re coming from and to learn from the experiences of other AP professionals. Who knew a day of training could be so much fun!

So what are you waiting for? This workshop is the fastest and best way to improve your AP skills and learn how to make your job easier – guaranteed. Enroll right now while there’s still space available by calling 1-800-258-7246. You’ll be glad you did!

P.S. Did I mention the information-packed workbook you’ll get? It contains program content, sample forms you can quickly customize, a list of AP resources, and more. This exclusive resource is available ONLY through this workshop!

15 practical ways this training will make your tough job easier!

1. Master the essentials of managing mountains of invoices with ease.
2. Streamline the entire payment process with simple techniques – and dramatically boost your efficiency.
3. Learn how to audit-proof your record-keeping system.
4. Analyze your organization’s internal controls for weaknesses and holes – and eliminate the potential for costly errors.
5. Harness the latest AP technology to do your job more efficiently than ever.
6. Track invoices and purchase orders with newfound ease and accuracy.
7. Learn the secret to acquiring approvals, verifications, sign-offs, and signatures – easily and with fewer hassles and holdups!
8. Say good-bye to petty cash headaches by gaining control over this much-abused commodity.
9. Build safety nets into your processing system that guarantee bills get paid on time.
10. Get control of your monstrous paper overload and find anything you need in seconds!
11. Eliminate the potential for duplicate payments with a fail-safe system.
12. Avoid the most costly AP mistakes – and save your organization big bucks!
13. Deal with difficult vendors and suppliers with tact and finesse – even in the stickiest situations.
14. Use the Internet to get quick answers to your frustrating AP questions.
15. Boost your professionalism and credibility by knowing which key skills to develop for ongoing AP career success.

Is this workshop for you? Find out!

Answer the following questions “yes” or “no” ...

- Do you have minimal or no backlog of unpaid invoices?
- Do you have a fail-safe system in place for eliminating duplicate payments?
- Do you have written procedures for your department – and do employees really follow them?
- Are you confident that your files and records could withstand the scrutiny of an audit?
- Are you up-to-date on the latest government regulations that affect AP, including 1099 compliance and the Sarbanes-Oxley Act?
- Do you have set procedures to help identify employee fraud and vendor fraud?
- Do employees turn in forms, authorizations, and information to you on a timely basis?
- Do you have adequate time to complete your tasks and responsibilities in an average workweek?
- Do you get the respect and recognition you deserve for your important work as an AP professional?

Can you answer “yes” to every question? If not, this information-packed workshop will benefit you in major ways!

Group Discount: Enroll 3 from your organization and the 4th attends FREE!

Your Guide to Organizing & Managing Accounts Payable

Workshop hours are 9 a.m. to 4 p.m.

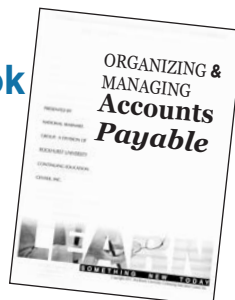
Registration begins at 8:30 a.m.

Expert Training From the Training Experts – GUARANTEED!

As an AP professional, one of your many jobs is to make sure an invoice isn't paid if the goods haven't been delivered. And at National Seminars Group, our job is to deliver the goods when it comes to excellence in training!

That's why we stand behind **Organizing & Managing Accounts Payable** with our 100 percent, iron-clad, money-back guarantee of satisfaction. If for any reason you're not completely satisfied with the solid AP skills; the tips, tools, and shortcuts; and the crucial information you receive during this workshop, we'll refund your money in full. Every penny. **GUARANTEED!**

Your solution-packed workbook becomes a trusted desktop reference!



You'll continue to hone your AP skills long after the workshop is over, thanks to the solution-packed workbook you'll receive as a participant. This softbound guide includes a summary of the workshop, including the tips, tools, and shortcuts you'll learn. It also contains valuable sample forms and a list of helpful resources to assist you in growing your AP career. When you add your notes from the sessions, this workbook will become a trusted desktop reference you'll refer to time and again!

Success Elements of Highly Successful AP Pros

- Understanding your important role in your organization's "big picture"
- How many "hats" do you wear? Why your job is much more than "paying the bills"
- Qualities the best AP pros share
- A review of critical processes, systems, and procedures
- Skill Practice: Testing your accounting knowledge

Super Shortcuts and Time-savers for Managing Your Workload – Without Sacrificing Accuracy

- Slick techniques for managing mountains of invoices
- 6 questions every AP pro must ask about each invoice
- Proven how-tos for streamlining your payment process
- Tracking tips that ensure you've received what you're paying for
- Maintaining current and accurate payment records without jumping through unnecessary hoops
- Skill Practice: Identifying your department's biggest time-wasters – and how to eliminate them

Setting Up Internal Controls That Will Make Your Job Easier – Immediately!

- Your organization's controls: how do they stack up?
- Setting up vendor number controls and receiver controls
- How to implement an easy, fail-safe system for eliminating duplicate payments
- Charging the expense to the right account – your role in ensuring accurate business records
- Surefire ways to spot – and stop – expense account padding
- Skill Practice: 4 actions to take to improve expense reporting in your organization

Major Money-Savers to Tap for Your Organization

- Early payment discounts: when are they a good deal, and when should you pass?
- Why you should keep manual checks to an absolute minimum
- How-tos for negotiating your way out of paying late fees
- The most common costly AP errors and how to avoid them
- Recovery of VAT and GST: does your organization qualify for this money-saver?
- Skill Practice: Understanding the pros and cons of often-debated common AP policies

Honing Your People Skills to Get What You Need – Without Getting a Headache!

- 7 hassle-free steps to getting approvals, documentation, and complete information – the first time!
- Understanding the most important rule in vendor/supplier relationships
- Tips for negotiating excellent payment terms
- Skill Practice: Brainstorming solutions for minimizing petty cash – and petty cash hassles

How to Set Up Audit-Proof Files and Records

- Secrets to setting up files that will hold up under the toughest scrutiny
- Making your files accessible without allowing others to mess them up
- What you need to know about year-end reporting, including 1099s
- UPDATE: Latest government requirements and regulations regarding how you should handle certain payments

SPECIAL SECTION:

AP Technology and Trends

- Advantages and disadvantages of purchasing cards
- Latest advances in electronic document scanning
- How computer-based receiving impacts AP
- Making the most of what the Internet has to offer AP professionals
- What to look for in AP software that will work for you, not against you
- DISCUSSION: Emerging AP trends – and how to position yourself for future success!

SPECIAL SECTION:

What You Need to Know About the Latest AP Technology

You'll get up-to-the-minute information on ...

- Purchasing cards
- Computer-based receiving
- Document scanning
- 3-way match
- AP software
- E-commerce
- Online resources
- Emerging AP trends

BRING THIS TRAINING TO YOUR ORGANIZATION

On-Site Training Services: World-Class Training. Guaranteed Results.

Just imagine how much more efficient your workplace would be if your entire accounting department possessed the skills taught in this workshop. Our Enterprise Learning Solutions can deliver this seminar – or more than 100 other cutting-edge training programs – directly to you for private, in-house training.

To find out more, call **1-800-344-4613**, email us at **onsite@ruceci.com**, or visit us on the Web at **www.NationalSeminarsTraining.com**.



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And more!

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"STAR12 is SO worth the money ... you'd be crazy not to take advantage of this offer!" - L. Steadford, Houston, TX



HUGE DISCOUNTS FOR GROUPS OF 10+

If you have a group of 10 or more that would benefit from unlimited professional development, give us a call at 1-800-258-7246. We'll show you how to save a TON of money!

To Enroll ...



Register online at www.NationalSeminarsTraining.com



or call toll-free 1-800-258-7246



or fax the completed registration form to 1-913-432-0824



or mail the registration form to:
National Seminars Training
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 full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a \$10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, STAR12 cancellation rules apply – visit the Information Center at www.NationalSeminarsTraining.com.
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.

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

REGISTRATION FORM

1. Enrollment Fees

Group Discount: When 3 enroll from your organization, a 4th attends FREE. Group discounts apply to seminar registrations only and cannot be used for STAR12 memberships.

The STAR12 All-Access Pass – Only \$299

Your STAR12 All-Access Pass entitles you to unlimited access to all STAR12 seminars, webinars, online courses, and more for 12 months. Use your STAR12 All-Access Pass to attend **Organizing & Managing Accounts Payable** for FREE!



2. Names of Attendees (Please Print)

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

- Mr./Ms. _____ Title _____
Email Address _____
City/Event #: _____
- Mr./Ms. _____ Title _____
Email Address _____
City/Event #: _____
- Mr./Ms. _____ Title _____
Email Address _____
City/Event #: _____

3. Company Information (Please Print) *Phone required in case of last-minute changes.

Organization _____
Address _____ Mail Stop _____
City _____ State _____ ZIP _____
Approving Supervisor: Mr./Ms. _____
Email Address _____
*Phone _____
**Fax _____
Sign here _____

***This fax number will be used to send confirmation of your registration as well as to notify you and your organization of upcoming events in your area and provide you and your organization with special discount offers. By signing, you and your organization are giving permission for RUCCEC to use your fax number for these purposes.*

4. Method of Payment

- If you have registered by phone, please record your confirmation number here: _____
- Check payable to National Seminars Training 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)

5. Important: Your VIP Customer Number

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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.

WORKSHOP SCHEDULE

VIP #919-118101-001

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