



LIVE SEMINAR

How to Manage & Organize Accounts Payable



THIS SEMINAR AT A GLANCE:

- Coordinate related financial paperwork that leaves a trail and filing tricks that put the information you need in instant reach
- Learn how the best AP professionals train others to work within the system; you'll be amazed at how much cooperation you'll get and you won't have to nag, make demands or cause friction to get it
- Fine-tune and streamline your payment process—pinpoint the snags that delay correct invoices and let incorrect ones slip through
- Uncover the common payment kinks that trip up even the most thorough people
- Ensure that goods and services were as promised, before you pay an invoice you shouldn't

How to Manage and Organize Accounts Payable

SEMINAR SUMMARY

The way AP operations are managed can pay off — or cost plenty

Whether it's time, resources or money, your AP operation is filled with opportunities—and this seminar shows you exactly how to tap into them!

You'll learn how to conserve cash resources while still keeping vendors satisfied. You'll discover dozens of tips for eliminating the typical time-wasters that deplete your workday. And, you'll learn how to cut through complexities of payment cycles, terms, vendor discounts and more, and find out how to maximize company resources while minimizing the hassle.

Benefits of this program: In one day, you and your staff will:

- Learn to swiftly spot discrepancies (before auditors do!), through an ingenious system of checks and balances
- Maximize your company's cash resources while keeping vendor grumbling to a minimum
- Discover super communication strategies for gaining people's cooperation—both inside and outside your organization
- Stay on top of emerging trends and new developments in your field—including hot technologies, the latest government regulations and much more

Who will benefit:

- CFO's as a pass along
- Accounting Managers and Supervisors
- Business Office Managers
- Accounts Payable Clerks
- Bookkeepers
- Accounts Payable Managers

As a result of this training:

- Employees will gain a new perspective on the accounts payable process and the priorities, goals and objectives of the job.
- Payables will be processed faster with greater efficiency
- Payment errors will be minimized and mistakes will be caught before they are processed and paid.
- Communication and cooperation within the Accounts Payable department and throughout the company will soar.

PROGRAM AGENDA

Get control and reduce the pressure Orchestrate your massive workflow through better organization, communication and management.

- Four kinks in the payment process: how to identify the most common AP problems, and abolish them from your system
- Effective Checks and Balances: spot errors and mistakes quickly—and virtually eliminate the goofs that slip through
- Coordinate bills with purchase orders and related paperwork—in as little as half the time it now takes you
- Do billing cycles have you going in circles? Simple steps to stay on top of varying and complex billing cycles

Maximize your time and cash resources

- Determine if your present procedures maximize your organization's cash flow
- Ensure you don't pay for goods and services until problems are resolved
- Higher-or lower-than-expected invoices: how to find the underlying cause of discrepancies in minutes, instead of hours
- Develop a tracking system that follows the invoice from receipt through approval and payment.

Streamline your expense processing Be sure your expenses processes flow smoothly, day in and day out.

- Determine if the P-Card is right for your organization
- Identify the hidden umbrella of expense padding
- Master the art of reducing ASAP invoice processing
- Identify when reimbursable expenses become taxable income

Gain cooperation inside your organization and out

- Key Communication Tips: ensure information flows easily between your department and your entire organization
- Efficiently get approvals, authorizations and signatures without hassle and headaches
- Power and Control Issues: when to take the lead and make decisions—and when to defer to others
- Learn how to deal with the difficult types you face, including Paper Paranoids, Phantom Managers, Ultra-Questioners, Demanding Vendors and more!

Shortcuts, tips and tricks from top AP pros

- Petty Cash: get control over this much abused convenience
- Is your software making your job hard?
- What good AP software should do—and what it can't
- Determine the legal difference between an independent contractor and an employee
- Accurately track and report your 1099 vendors, and make sure you have the right information on file to protect your company in an audit

Overcome the paper mountain Make a molehill out of your mountain of files and records.

- Year-end reporting: strategies and tips to make it easier this year than ever before
- Protect confidential records and ensure they don't fall into the wrong hands.
- Accessible and protected: how to make your records available to those who need them, while protecting against lost, misplaced and misused files

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