

How to Manage & Organize Accounts Payable

Gain control of your accounts payable process
with these powerful strategies, tips and techniques

Lower Stress, Less Effort, Fewer Mistakes

15 learning points to help you achieve your goals:

1. The proven key to avoiding duplicate payments.
2. Early payment discounts? How to spot the deals and duds.
3. Vendor records that give you the information you need in seconds.
4. Technology treasures and terrors: ways to tame your computer and software.
5. A really happy New Year! Year-end reporting tips you'll love.
6. Confidential: procedures to keep restricted records secure.
7. How to manage complex payment cycles.
8. Three ways bad vendors cheat: hints for rooting out the rip-offs.
9. Overgenerous AP? Are you losing money by paying too early?
10. Difficult people! Practical tips to defuse even the toughest types.
11. Strategies to negotiate your way to the best payment terms.
12. How to pull together related paperwork with speed you won't believe!
13. Petty cash hassles: ideas to preserve the convenience and cut the abuse.
14. Better brain-power: mental checkpoints that take seconds and save hours.
15. Right bill, wrong amount: how to clear up discrepancies the easy way.

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Learn TOP AP Strategies with BOTTOM-Line Impact!

How you and your organization can benefit
from this seminar for years to come

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

When it comes to time, resources and money, your AP operation is filled with opportunities for improvement and this seminar shows you exactly how to tap into them. You'll learn how to conserve cash resources while keeping vendors satisfied. You'll discover dozens of tips for eliminating the typical time-wasters that deplete your workday. You'll explore ways to cut through the complexities of payment cycles, terms, vendor discounts and more. Plus, you'll find out how to maximize company resources while minimizing the hassles.

Gain powerful strategies to help you take control of your enormous workload, prevent errors and eliminate oversights.

If you've ever felt like you'll never get ahead, if you're working double-time, if you're just hoping you haven't missed something — this seminar is just what you've been waiting for. Learn little-known tips and tricks to turn an unmanageable mountain of work into a smooth system to keep you ahead, instead of perpetually behind. You'll master clever checks and balances to catch errors before they slip by. Discover the organizational secrets of top AP pros — you'll be able to organize your files, records and workspace for maximum organization and flow.

Today's AP professionals need stronger, more developed communication skills than ever before.

All day, every day, you need the cooperation of coworkers, managers and vendors to do your job well; in fact, communication is the secret ingredient in the successful AP mix. You'll be amazed at how effective you'll become with the super-charged communication strategies you'll learn. The very next day, you'll begin to eliminate the headaches and hassles in your professional dealings with others. You'll know how to get what you need (when you need it) from anyone and work successfully with even the most difficult, demanding people.

Invest just one day, and you're on your way.

In just one day, you'll learn the success skills that would take years of on-the-job experience to learn on your own (not to mention the mistakes and slip-ups you'd likely make along the way!). *How to Manage & Organize Accounts Payable* is a virtual treasure trove of information to help you in every aspect of your job. Read the Seminar Overview on pages 4 and 5 for more details. Pass along a copy to your boss, with a note explaining how you and your organization will benefit. Make the decision to enroll today — *invest one day and be on your way!*

How do I handle piles of paperwork, files and forms? Is it even possible to get ahead of it?

Learn ingenious techniques to make short work of paperwork. Just a few clever organization and records management techniques will save you time, day after day. You'll learn how to coordinate related paperwork that leaves a "trail" and discover filing tricks that put the information you need within instant reach. What's more, you'll never again dread the thought of audits or reporting — find out how to keep clean and flawless records that will stand up to the closest examination.

What can I do to encourage cooperation? How can I get coworkers, suppliers and managers to work with me and keep me informed?

Stop chasing down people to get the information you need. Learn how to get what you need from anyone, without having to go looking for it. Discover 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.

How can I guarantee the bills I receive are accurate, authorized and paid on time, every time?

Find out how to fine-tune and streamline your payment process. Pinpoint the snags that delay correct invoices and let incorrect ones slip through. If you currently have to take more than three steps to process a payment, you're working harder than you need to. Enroll now and save time, money and effort with the smart practices you'll implement. Isn't it time your day-to-day procedures became faster, simpler and more accurate?

What does it take to prevent errors, mistakes and omissions — and save the incredible effort it takes to correct them?

Uncover the common payment kinks that can trip up even the most thorough people. You'll learn how to spot red flags on an invoice in seconds and root out mistakes that might otherwise pass unnoticed. Plus, you'll find out how to ensure goods and services were delivered as promised, before you pay an invoice you shouldn't. Whether an invoice is incorrect, incomplete, late or missing, you'll discover the effective routines for spotting the hardest-to-catch errors.

How should I respond when people don't understand the complexities involved in Accounts Payable and think it's just a simple matter of cutting checks?

Wouldn't it be great if more people realized what it takes to excel as an Accounts Payable professional? Stop wishing for it and do something about it! You'll learn how to open communication lines inside and outside your organization, and win respect and cooperation across the board. If you're feeling overworked and underappreciated, master concrete strategies to turn the tide.

**How to Manage
& Organize
Accounts Payable**

Enroll Today!

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Seminar Overview

9:00 a.m. – 4:00 p.m.

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: tips to help you spot errors and mistakes quickly, and virtually eliminate the goofs that slip through.
- How to coordinate bills with purchase orders and related paperwork, in as little as half the time it now takes you.
- A clever mental checklist for invoices: In seconds, you can think through this easy-to-remember checklist and quickly determine the next step.
- Do billing cycles have you going in circles? Simple steps for staying on top of varying and complex billing cycles.
- Technology terrors: what to do if software glitches cause late, missed or incorrect payments.

Save Time and Money, Every Day! Maximize your valuable time and cash resources.

- Are you paying too soon? How to determine whether your present procedures maximize your organization's cash flow.
- Did you get what you paid for? Ways to ensure you don't pay for goods and services until problems are resolved.
- Higher- or lower-than-expected invoices: how to get to the bottom of discrepancies in minutes, instead of hours.
- Payment Terms: Do your vendors set fair terms? Are your payment terms fair to them? Be sure payment terms are a win-win situation for everyone and negotiate the very best terms for your organization.
- Why duplicate payments happen and how you can virtually eliminate this costly mistake.
- Are you late, or is the invoice late? Signals and signs indicating whether you're tardy.
- Quick calculations to determine if an early payment discount is a deal or a dud.
- A tracking system that follows the invoice from receipt through approval and payment.
- The three-way, two-way and one-way matching systems: Which one is best for you?
- How to use your Purchase Order system as the key to your audit system.
- What to do immediately when the goods received do not match the invoice.
- When POs and invoices don't match — how to solve the problem swiftly and accurately.

Streamline Your Expense Processing. Be sure your expense processes flow smoothly, day in and day out.

- Is the P-Card right for your organization? We'll help you analyze the pros and cons.
- How to reduce P-Card abuses.
- Tips to quickly identify the hidden "umbrella" of expense padding.
- The art of reducing ASAP invoice processing.

- Why and how to keep manual checks to a minimum.
- How to stop those “I need a check today” interruptions once and for all.
- When reimbursable expenses become taxable income.

Stop Struggling with People: Gain everyone’s cooperation, inside your organization and out.

- Key communication tips: how to ensure information flows easily between your department and your entire organization.
- The signature runaround: An efficient way to put an end to it and get approvals, authorizations and signatures without hassle and headaches.
- The Vendor/Supplier Relationship: how it’s changing and the price you’ll pay if you don’t change with it.
- How to get complete and accurate information from people who buy, without making them feel defensive.
- Power and Control Issues: when to take the lead and make decisions and when to defer to others.
- Difficult people: how to deal with the difficult types you face, including Paper Paranoids, Phantom Managers, Ultra-Questioners, Demanding Vendors and more!

Learn Insider Info from Experts. Use shortcuts, tips and tricks from top AP pros.

- Missing in action: how to quickly find, verify and rectify a missing invoice.
- Why suppliers will love doing business with you — how to ensure your valuable vendors are paid on time, every time.
- Games bad vendors play: three deceptive practices you should know about, and be able to spot.
- Petty cash: how to 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.
- The latest word on regulations and legal issues: the most current laws and facts regarding certain payments and expenses.
- How to determine the legal difference between an independent contractor and an employee.
- Why it’s so important to keep accurate files on vendors and suppliers — *and avoid legal hassles.*
- Your 1099 vendors: how to accurately track and report them, and be confident you have the right information on file to protect your company in an audit.

Defeat the Paper Mountain. Make a molehill out of your mountain of files and records.

- Super-efficient vendor files: a vendor records system which gives you instant access to vital information.
- Swimming in numbers? How to build a system to coordinate control numbers through the entire payment process.
- Year-end reporting: strategies and tips to make it easier this year than ever before.
- Ways to coordinate expenses with accounts and budgets: the fastest and easiest tricks for flawless business records.
- How to protect confidential records and prevent them from falling 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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Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

Maximize Your Training Budget!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

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visit us online at
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Discover real-world tactics used by AP pros in today's largest corporations.

- Learn to swiftly spot discrepancies (before the auditors do) through an ingenious system of checks and balances
- Maximize your company's cash resources without antagonizing your vendors
- "I filed it" shouldn't mean "I lost it." Learn to coordinate related paperwork and leave a logical paper trail that gives you instant access to critical information
- Discover effective communication strategies for gaining the cooperation of others, both inside and outside your organization
- Save your organization big bucks by preventing errors, catching mistakes, reducing duplicate payments and curbing wasteful spending
- Stay on top of emerging trends and new developments in your field — including hot technologies, the latest government regulations and much more

Whether you're part of an accounts payable team, flying solo in a small company or responsible for paying invoices in addition to other duties, this seminar will help you tackle even the toughest aspects of your job with renewed energy, efficiency and confidence.

Think About It: Six not-so-obvious benefits

1. You'll break your work pattern for a day and step back from your hurry-up routine to get an effective, new perspective on your priorities, goals and objectives.
2. You'll meet other AP professionals who share your problems and challenges: a roomful of people who really understand what you do. And, these vital contacts can continue to offer feedback and assistance long after the seminar ends.
3. Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.
4. You'll be motivated to try new ideas, tackle long-standing, nagging problems and take a fresh approach to your work.
5. You'll increase your value as a true professional — well-trained, educated and equipped with the latest intelligence in the Accounts Payable field.
6. You'll have fun! Your seminar day will be filled with humor, camaraderie and excitement.

Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

Tax Deduction

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Units (CEUs)

Fred Pryor Seminars offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are 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 the final authority on the acceptance of individual course for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the tips and techniques you need to successfully manage accounts payable. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

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How to Manage & Organize

Accounts Payable

- Create a smooth-running payment system to save time, money and resources.
- Build great working relationships with everyone you deal with.
- Enhance the reputation of your department — inside and outside your organization.
- Solve the nagging problems you've been struggling with forever.
- Streamline your paperwork and organize your records to be accurate and accessible.
- Achieve nearly error-free payments with dozens of power tips to stop mistakes.
- Save money for your company, time in your workday — and your own sanity.

Enroll Today!

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YES! I want to learn to better manage and organize accounts payable. Enroll me today! Group discounts available.

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