

How to Manage & Organize Accounts Payable

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

Enroll Today!

Call

1-800-556-2998



Fax

913-967-8842



Online

www.pryor.com



Mail

Fred Pryor Seminars
P.O. Box 219468
Kansas City, MO
64121-9468



FRED PRYOR
SEMINARS

In just one high-powered day of intensive training, you'll come away with the skills you need to take control of your time, resources, and workload. In fact, we'll show you how to actually enjoy your job again, as you master tons of tips, techniques, and shortcuts to streamline your processes, cut down on your paperwork, catch costly errors before they wreak havoc, and pay invoices on time — every time.

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!

Enroll Today!

www.pryor.com ■ 1-800-556-2998

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, and you'll find out how to maximize company resources while minimizing the hassles!

Powerful strategies help you gain control over 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 that can turn an unmanageable mountain of work into a smooth system that will keep you ahead ... instead of perpetually behind! You'll master clever checks and balances that catch errors before they slip by. Discover the organization secrets of top AP pros — you'll be able to organize your files, records, and workspace for maximum organization and flow.

Today's AP professional needs stronger, more developed communication skills than ever before.

Every day, all 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!

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 that will 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 to Manage
& Organize
Accounts Payable**

Enroll Today!

www.pryor.com
or 1-800-556-2998

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 ... that 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 3 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 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 that 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!

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.

- 4 “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 to stay 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 that indicate 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 3-Way, 2-Way and 1-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 that 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: 3 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 that gives you instant access to vital information.
- Swimming in numbers? How to build a system that coordinates 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.

How to Manage & Organize Accounts Payable

Enroll Today!

www.pryor.com
or 1-800-556-2998

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 that keep restricted records secure.
7. How to manage complex payment cycles.
8. 3 ways bad vendors cheat! Hints for rooting out 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 a speed you won’t believe!
13. Petty cash hassles: ideas that preserve the convenience and cut the abuse!
14. Better brain-power: mental checkpoints that take seconds, save hours!
15. Right bill, wrong amount: how to clear up discrepancies the easy way!

Get the Results You’re Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that 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!

On-Site 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.

For a free consultation,
visit us online at
www.pryor.com or call us
at 1-800-944-8503 today!

Think About It:

6 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. You’ll leave with an invaluable workbook — your reference to everything you’ve learned, complete with your own notes — a priceless resource you’ll reach for again and again.
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 and pay your enrollment fee today! A confirmation will be e-mailed, faxed, or mailed to you once your registration is completed. Please make your preference known at time of registration. **Payment is due before the program.**

Express Seminar Enrollment! Please be sure to provide us with your e-mail address or fax number and check the Express Seminar Enrollment box on the registration form. You will receive your e-mailed or faxed confirmation within 48 hours of our receiving your e-mailed, faxed, or mailed registration form.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.

Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program. Your registration fee will be refunded less a cancellation fee. If you need to cancel less than 10 business days prior to the program, you may 1) send a substitute from your organization or 2) transfer your registration fee to another program of your choice that is scheduled within 12 months of your original event. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

Please Note:

- We will e-mail, fax, or mail your confirmation to you once your registration is completed.
- You will be notified by e-mail, 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.

- Please, no audio or video recording. See your program leader for audio and video program availability.
- Lunch and parking expenses are not included.
- If using a purchase order, please attach it to a completed registration form and mail to us right away.
- You will receive an attractive take-home Certificate of Attendance at the end of the program — great for framing or including in your personnel file.
- Payment is due before 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 to us for payment processing. *Thank you.*

Tax Deduction

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

Copyright 2006

Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident that 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*.

How to Manage & Organize Accounts Payable

Enroll Today!

www.pryor.com
or 1-800-556-2998

How to Manage & Organize Accounts Payable

- Create a smooth-running payment system that saves 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!



Call
1-800-556-2998



Fax
913-967-8842



Online
www.pryor.com



Mail
Fred Pryor Seminars
P.O. Box 219468
Kansas City, MO 64121-9468

Yes! I want to learn to better manage and organize accounts payable. Enroll me today!

ID#
910307

1	SEMINAR Seminar City: _____ Seminar Date: _____ Event #: _____
2	YOUR ORGANIZATION Organization: _____ Address: _____ City: _____ St: _____ ZIP: _____ Tele: _____ Fax: _____ Approving Mgr's Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____ Job Title: _____ E-mail Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Express Enrollment Please <input type="checkbox"/> e-mail or <input type="checkbox"/> fax my confirmation to me within 48 hours.
3	WHO WILL BE ATTENDING <input type="checkbox"/> Mr. _____ <input type="checkbox"/> Ms. _____ Job Title: _____ E-mail Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Mr. _____ <input type="checkbox"/> Ms. _____ Job Title: _____ E-mail Address: _____ <input type="checkbox"/> Business <input type="checkbox"/> Home Please list additional names on a separate sheet.

METHOD OF PAYMENT

4

IMPORTANT: Send your payment now. Tuition is due before the seminar. Please make checks payable to and return form to Fred Pryor Seminars. Our federal ID# is 43-1830400 (FEIN).

Please check one of the following:

1. Registration fee enclosed. Check # _____ Amount \$ _____
2. Our Purchase Order is attached. P.O. # _____
3. Bill my organization. Attention: _____
4. Charge to: AmEx Discover MC Visa Exp. Date: _____
Acct. #: _____
Card Holder's Name: _____
Tax-Exempt #: _____
Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, fax, or online, please do not return this form.



FRED PRYOR SEMINARS
P.O. Box 219468
Kansas City, MO 64121-9468

a division of PARK University Enterprises, Inc.

NONPROFIT ORG.
U.S. POSTAGE
PAID
Park University
Enterprises, Inc.

YOUR VIP# IS: WINQ

Let's avoid duplicate mailings. If you receive duplicates of the same brochure with different VIP numbers, please send the labels to us at P.O. Box 413884, Kansas City, MO 64141-3884. Please indicate which label is correct, and we'll change our records for the very next update. You may receive some duplicates for a while. Thanks!

When registering, please do not remove the mailing label.
Attention: Mail Room Personnel (or Addressee) — Please Reroute if Necessary!

REGISTRATION FORM — How to Manage & Organize Accounts Payable