



**THE ARC TRAINING GROUP**  
A Division of The ARC Consulting Group, Inc.  
A Profit Enhancement Firm  
Providing Educational and Consultative Services to the  
International Business Community

## SEMINAR FACT SHEET

### **ARC'S ACCOUNTS PAYABLE COURSE: FROM PAYMENT TO FRAUD PREVENTION**

#### **ARC020**

#### **SEMINAR OVERVIEW**

The advanced technologies of today have forced the Accounts Payable to evolve far beyond the processes of the past. Today's AP professionals are still responsible for collecting, filing, and processing invoices and making payments to vendors, customers, and other third-party companies. However the task of fraud prevention and detection is more formidable than ever. AP Professionals must take every precaution to ensure accounts are protected and safeguarded as well as reconciled while ensuring the accounting entries are complete and accurate. This fast-paced, "**hands-on**" program will provide you with the essential skills and tools to ensure your latest tools and techniques to optimize the completion of other AP duties include 1099 and other tax form preparation, assisting the company with the year-end closing, and coding accounting documents.

This One Day program will provide the latest tools and techniques for invoice handling, checks, 1099s, e-invoicing, audits, and all the tasks of today's multi-tasking AP specialists and managers.

#### **WHO SHOULD ATTEND**

This course is specifically designed for all Accounts Payable professionals, managers and accountants new to the Accounts Payable process. In addition, Audit, technical, and financial professionals, project managers, scientific professionals, and those who need to understand and manage payment processes and those charged with the responsibility of identify the risks and threats that lie within AP process.

#### **WHAT WILL BE COVERED**

You will see yourself, via videotape, working in a number of situations, deal with varying levels of conflict, and, along with your program leader, critique your approach, delivery, and handling of unique situations. This is a real MUST for anyone who needs to elicit critical information from others.

#### **HOW YOU WILL BENEFIT**

During this program, you will:

- A **student manual or textbook** for use during and after the class.
- **Instruction from an experienced business professional** (minimum of 30 years) with at least five years in a corporate senior management position (CEO, President, COO, Vice President, CFO).
- **Real life exercises** to support training materials.
- **Individual attention** (classes are limited to four students).
- Personalized **Certificate of Completion** Learn how to improve the current level of acceptance

## ARC TRAINING GROUP

during an audit or examination

- Fully understand the inter-relationship between the company, the vendor and the payment processes
- Use the tools, techniques, auditing methodologies and frameworks that will enhance your ability to maximize the use of available discounts, terms, and technologies.
- Learn how to recognize the “Red Flags” of Fraud
- Develop a “Fraud Resistant” accounts payable process.
- Learn how to plan the availability and use of cash

### Program Agenda

#### Module 1: Master Vendor File

Who Has Access  
Master Vendor File Set-Up  
Using Naming Conventions  
Making Changes to the Master Vendor File  
Master Vendor File Cleanup  
Self-Service Master Vendor Files

#### Module 2: Invoice Processing

Receipt of Invoices  
Invoice Handling: Approvals  
Invoice Data Requirements  
Verifying Invoice Data  
Invoice-Coding Standards

#### Module 3: Checks

Approach to Paying by Check  
Check Printing  
Check Signing  
Check Stock Storage  
Distribution of Checks  
Check Fraud  
Use of Payee Name Positive Pay

#### Module 4: ACH (Electronic Payments)

Approach to Paying Electronically  
Converting Vendors to ACH Payments  
Handling Change of Bank Account Requests  
Convincing Vendors to Convert  
Handling Remittance Information

#### Module 5: Payment Strategy

Establishing an Overall Payment Strategy  
Paying Small-Dollar Invoices  
A Rush or Emergency Payment Policy  
Payments Made Outside Accounts

Payable  
Basic Fraud Protection against ACH  
Fraud

**Module 6: Policy and Procedures**

**Manual**

Use of the Manual  
Creating an Accounts Payable Policy and Procedures Manual  
Updating an Accounts Payable Policy  
and Procedures Manual  
Access to the Accounts Payable Policy  
and Procedures Manual

**Module 7: Operational Aspects**

Paying When the Original Invoice Is  
Missing  
Limiting Calls to Accounts Payable  
Petty Cash  
Reviewing Supplier Statements  
Adopting a Policy of Never Returning  
Checks to Requisitioners

**Module 8: Duplicate Payment Issues**

Using Processing Standards  
Duplicate Payment Avoidance  
Mandating a Rigid Work Process  
Some Quick Checks  
Backup for Rush Checks

**Module 9: Fraud Prevention: Checks**

Use of Positive Pay  
Pre-printed Check Stock Controls  
Check Stock Storage  
Other Check Fraud Prevention  
Practices

**Module 10: Regulatory Issues:**

**Information Reporting**

A Form W-9 Requirement Policy  
Collecting and Tracking W-9 and W-8  
Policy  
Using IRS TIN Matching Properly

**Module 11: Communications/**

**Vendor Relations**

Communicating Relevant Information  
to Vendors  
Communicating with Internal  
Customers  
Working with Purchasing  
Customer Service in Accounts Payable

**Module 12: Cash Management**

Taking Early Payment Discounts  
Payment Timing  
Payment Status Information for  
Vendors

**Module 13: Managing the AP Function**

Best Practice Policy  
Policy and Procedures Manual  
Staff Training  
Soliciting Process Improvement  
Recommendations  
Payment Audits

**Module 14: Invoice Problems**

Short-Paying Invoices  
Handling Unidentified Invoices  
Handling Invoices without Invoice  
Number  
Discrepant Invoices

**Module 15: P-cards**

Designing a Best Practice P-Card  
Program  
Setting Strong Internal Controls  
in Your P-card Program  
Increasing Usage of the P-card in  
Your Organization  
Setting Attractive Payment Terms

**Module 16: Operational Aspects**

Paying When the Original Invoice Is  
Missing  
Limiting Calls to Accounts Payable  
Petty Cash  
Reviewing Supplier Statements  
Adopting a Policy of Never  
Returning Checks to Requisitioners

**Module 17: Internal Controls**

Appropriate Segregation of Duties  
Appropriate System Access  
Policy when Employees Leave  
Eliminating Weak Control Practices  
Staff Training

**Module 18: Fraud Prevention: General**    Separate Computer for Online Banking

Wire Transfer Information Requests  
Information on Internet for Vendors  
Mandatory Vacation Policy  
Job Rotation Policy  
Handling of Change of Bank

Account Requests

**Module 19: Travel and Entertainment**

**Policy**

Formal Policy

Expense Report Form

Verifying Data

Handling Receipts

Detailed Meal Receipts

**Module 20: Travel and Entertainment**

**Issues**

Cash Advances

Unused Tickets

Departing Employees

Making Travel Reservations

Reimbursing Employees

**Module 21: Regulatory Issues:**

**Unclaimed Property**

Reporting and Remitting

Unclaimed Property

Performing Due Diligence for

Unclaimed Property

Using Social Media to Track Owners

of Unclaimed Property

**Module 22: Regulatory Issues: Other**

Proper Handling of Sales and Use Tax

Regular OFAC Checking

Foreign Corrupt Practices Act (FCPA)

Monitoring

**Module 23: Technology**

An Accounts Payable Technology

Plan

Handling E-mailed Invoices

Invoice Automation

Use of Mobil Devices in Accounts

Payable

**Each Student Receives:**

**COURSE SUMMARY AND WRAP-UP**

This section provides you with the opportunity to address any specific issues with the total group as a resource, to review any specific issue or topic addressed in the program, or to just recap the benefits received from the program and the group as a whole. We address your specific learning objectives are addressed and program evaluations are completed.

## ARC TRAINING GROUP

### SEMINAR PRICING AND LOGISTICS

<b>Duration:</b> 1 Day	<b>Program Level:</b> Introductory
<b>Prerequisites:</b> None	<b>Advanced Preparation:</b> None
<b>Maximum Attendance:</b> 6	<b>CPE Hours:</b> None
<b>Delivery Method:</b> Group Live	<b>Booking Instructions:</b> Call (904) 268-1148
<b>Seminar Fee:</b> \$1,095.00 per person	<b>Email:</b> <a href="mailto:Rick@ARCTraining.com">Rick@ARCTraining.com</a>
<b>Group Discount: Book 3 people and the fourth person is free!</b>	

#### **Cancellation Policy:**

If you cannot attend a seminar you can contact ARC in advance to transfer to a future session, or you can send someone to take your place. If you need to cancel your attendance, ARC will give you a complete refund if you cancel more than three weeks before your seminar begins. To cancel, simply email us at [rick@arctraining.com](mailto:rick@arctraining.com). If you cancel with less than three weeks' advance notice, you will be liable for the entire seminar fee. Once your payment has been received, you may request a courtesy transfer to use at any future ARC seminar of equal or lesser length up to three weeks prior to the session. The courtesy transfer must be used within one year of the date of your originally scheduled seminar. In fairness to all attendees, if you do not attend a seminar session for which you are confirmed and do not contact ARC to cancel in advance, you will be charged the entire seminar fee.

ARC grants courtesy transfers to people who cannot attend their scheduled sessions up to three weeks prior to the session. You can use a courtesy transfer for any seminar of equal or lesser length than the original seminar. You must use your courtesy transfer within one year of the date of your originally scheduled seminar.

ARC guarantees the quality of our seminars. If, for any reason, you are not satisfied with a seminar for which you have paid, ARC will give you credit toward another seminar of comparable price or will refund your fee. You can also register on our website at <http://www.arconsultinggroup.com/open-enrollment-programs/>. You can also call Rick Balog at 904-268-1148.



The ARC Training Group 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. Telephone: 615.880.4200. Web site: [www.nasba.org](http://www.nasba.org)