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Course Information

Course Title: *Payables Management*

#363823

Number of continuing education credit hours recommended for this course:

In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

CPA: 10 (All states)

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration

Florida Division of Certified Public Accountancy: 0004761 (Ethics #0011467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy (for ethics): 002146

Ohio State Board of Accountancy: CPE .51 PSR

Pennsylvania Board of Accountancy: PX178025

Texas State Board of Accountancy: 009349

Course Description

The accounts payable function represents one of the greatest opportunities for increasing efficiencies within the accounting department. *Payables Management* shows the accountant how to set up and run the payables function, including many tips for operational improvements. The course goes further, exploring the accounting for payables transactions, record keeping, measurement systems, unclaimed property reporting, cost recovery activities, use taxes, and more. In short, this course provides the accountant with a complete toolkit of solutions for improving the payables function.

Course Content

Publication/Revision date: 8/3/2023.

Author: Steven M. Bragg, CPA.

Final exam (online): Fifty questions (multiple-choice).

Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Accounting

Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview

Prerequisites: Basic familiarity with accounting practices.

Advance Preparation: None

Instructions for Taking This Course

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
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- Complete the course by following the learning objectives listed for the course, studying the text, and, if included, studying the review questions at the end of each major section (or at the end of the course).
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- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives

- Recognize the types of transaction cycles, as well as the effects of the different organizational structures.
- Specify the effects of the matching concept and the use of adjustment documents in invoice processing.
- Identify the types of payments, their advantages, and when they are used.
- Specify the exclusions from expense reports.
- Recognize the steps used in the reconciliation of a procurement card statement.
- Identify the parties involved in remitting sales and use taxes.
- Identify the concepts under which supply chain financing is offered to suppliers.
- Specify how accounting software applies information when an invoice is recorded.
- Specify how accrued expenses are calculated.
- Identify the types of process improvements, as well as the methods used to improve the layout of a department.

- Recognize the controls used for invoice processing, recurring payments, expense reports, procurement cards, and petty cash.
- Identify the types of fraud that can apply to payables.
- Cite the impacts and features of the different types of payables technology.
- Identify the fields used in the vendor master file, and the methods used to derive supplier identification numbers.
- Specify the uses of the Form 1099 copies.
- Identify the fields used in the Form 1099.
- Specify the situations in which backup withholding is not required.
- Recognize the rules under which unclaimed property is sent to the applicable state government.
- Specify the processes related to unclaimed property.
- Specify the areas in which cost recovery efforts can yield a significant return.
- Cite the situations in which certain payables measurements can yield incorrect or skewed results.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

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Preface

The typical organization must deal with a continuing flood of supplier invoices and check requests from employees. There are usually demands to also issue payments as expeditiously as possible, despite an off-setting need to investigate each request to ensure that it is valid. *Payables Management* describes a number of alternatives for creating an efficient payables system that processes invoices at low cost, while still maintaining close control over the payments made. The book also covers an array of related topics, including procurement cards, use taxes, closing the books, payables controls, unclaimed property, and more.

The book is divided into two sections. In Chapters 1 through 9, the focus is on day-to-day payables activities, including invoice processing, alternative payment methods, and the accounting for a number of different payables transactions. In Chapters 10 through 18, the focus shifts to the management of and systems related to payables. These topics include department management, control systems, payables technology, record keeping, and those performance measurements most relevant to payables.

You can find the answers to many questions about payables in the following chapters, including:

- Which job descriptions should I use for the payables staff?
- Which alternatives are available for processing invoices?
- How can I make the review of expense reports more efficient?
- What process flow is needed to generate a use tax liability?
- How can I calculate the interest rate associated with an early payment discount?
- How can I make the physical layout of the payables department more efficient?
- Are there any naming conventions to follow when setting up new suppliers?
- How can I minimize the amount of property that must be reported as unclaimed?
- What are some of the targets of a cost recovery effort?

Payables Management is designed primarily for professionals, who can use it as a reference tool for developing payables systems and researching the correct accounting to deal with various transactions. Given its complete coverage of these topics, *Payables Management* may earn a permanent place on your bookshelf.

Centennial, Colorado
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