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Course Information

Course Title: *Payables Management* #3638

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: 4761 (Ethics #11467)

Hawaii Board of Accountancy: 14003

New York State Board of Accountancy: 002146

Ohio State Board of Accountancy: M0021

Texas State Board of Accountancy: 009349

Course Description

Proper management of the accounts payable function calls for a comprehensive knowledge of transaction flows, controls, and the latest technology. The *Payables Management* course delves into these topics in detail, addressing the accounting for each type of payables transaction, control systems, use taxes, payables fraud, record keeping, unclaimed property reporting, measurement systems, and more.

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

Course Content

Publication/Revision date: 9/4/2015.

Author: Steven M. Bragg, CPA.

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

Instructions for taking this course

In order to receive CPE credit for this course, you must complete the course within one year of the date of purchase. This includes achieving a passing grade of at least 70% on the final exam. Exams may be retaken if not passed on the first attempt (no charge).

Complete the course by following the learning assignments and objectives listed below and studying the review questions after each major section in the text. Once you have completed each learning assignment and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Final Exam Online

- Login to your account online at www.bhfe.com.
- Go to "My Account" and view your courses.
- Select "Take Exam" for this course and follow instructions.

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Learning Objectives

- Recognize the types of transaction cycles, as well as the effects of the different organizational structures.
- Note 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.
- Note 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.
- Note how accounting software applies information when an invoice is recorded.
- Note 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.
- Identify the fields used in the Form 1099.
- Recognize the rules under which unclaimed property is sent to the applicable state government.
- Note 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 the following books and courses:

Accountants' Guidebook	Financial Analysis
Accounting Controls Guidebook	Fixed Asset Accounting
Accounting for Derivatives and Hedges	Foreign Currency Accounting
Accounting for Earnings per Share	GAAP Guidebook
Accounting for Inventory	Hospitality Accounting
Accounting for Investments	Human Resources Guidebook
Accounting for Managers	IFRS Guidebook
Accounting Procedures Guidebook	Interpretation of Financial Statements
Bookkeeping Guidebook	Inventory Management
Budgeting	Investor Relations Guidebook
Business Combinations and Consolidations	Lean Accounting Guidebook
Business Ratios	Mergers & Acquisitions
Capital Budgeting	New Controller Guidebook
CFO Guidebook	Nonprofit Accounting
Closing the Books	Payables Management
Constraint Management	Payroll Management
Corporate Cash Management	Project Accounting
Corporate Finance	Public Company Accounting
Cost Accounting Fundamentals	Purchasing Guidebook
Cost Management Guidebook	Real Estate Accounting
Credit & Collection Guidebook	Revenue Recognition
Fair Value Accounting	The Year-End Close

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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 book shelf.

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