

A background image showing several people in a professional setting, likely a meeting or training session, with their hands on laptops and documents.

# Accounts Payable Management Certification

## Certification Description

**Improve your credibility. Become a Certified Accounts Payable Manager.**

How confident are you that you have been exposed to all facets of Accounts Payable? There is a chance your current role, or even your company, doesn't apply all AP processes so consider certification to confirm or advance your knowledge base and skill set.

Advance your career by learning the intricacies of Accounts Payable; how to manage people, processes and projects. This curriculum includes detailed aspects not seen in other certification programs. Each course includes examples and details. Additionally, one can submit questions to the instructor along the way.

Once you complete these courses and pass the exams, have your certificate added to your HR file and update your resume. You are ready for future AP challenges.

**See next page for certification syllabus information...**

## Illumeo

The leading online provider of *Expertise Management* solutions, Illumeo helps corporate professionals and organizations work together to build the skills and capabilities to help everyone be an expert at their job.

## Vital Statistics

- *Founded in 2009*
- *3 million site users*
- *350,000+ hours of instruction delivered*
- *1500+ On Demand Courses*
- *6,000+ Video Lessons*
- *Two dozen+ CPE varieties*

## Certification Details

- ✓ Contains: **16 Courses**
- ✓ Duration: **14.5 hours**
- ✓ Credits: **14.5 CPE credits** for CPAs; other credit types are available
- ✓ Cost: **\$499**
- ✓ To learn more visit [www.illumeo.com/apcertificate](http://www.illumeo.com/apcertificate)



**Instructor: Anne Wheeler,**  
*Owner of CS Process Flows*

Anne has spent over 30 years in various accounting areas with significant operating, management and leadership positions in AP at companies such as Varian and Tyco. Her experience includes AP ops, process improvement, and implementing AP automation solutions.

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**Accounts Payable – Learn the Terminology** This course offers details on critical AP terminology and examples of how and when the terms may be used.

**A Deep Dive into the Responsibilities of Accounts Payable Operations** This course reviews the definition of liabilities as it pertains to Accounts Payable before exploring the different responsibilities of AP operations.

**The Vendor Master – Creating A Solid Foundation for Accounts Payable Processing** This course covers the forms to be obtained from each potential Vendor before setting up a record in the system.

**The Basics of 1099's** This course covers the basics of 1099's like identifying the Vendors that should receive a 1099 and how to determine the amounts to be reported.

**Managing Accounts Payable – Divide and Conquer** This course explores how to divide your AP work into smaller piles allowing for prioritization and motivation.

**Strengthening Vendor Relationships Steps That Can Be Taken by Accounts Payable** This course explains the detailed steps that can be taken by Accounts Payable to strengthen vendor relationships.

**The Benefits of Reconciling Purchase Order Goods Receipts Not Yet Invoiced** This course is for people who work with Purchase Orders when ordering product or services.

**Reconciling Aged Open Payables and Outstanding Checks** This course covers the methods for determining what needs to be audited.

**Benefits of An Accounts Payable Recovery Audit** This course explores the benefits of an Accounts Payable Recovery Audit.

**No PO, No Pay – Can It Work for Your Organization?** This course explains what “No PO, No Pay” means and why companies are moving to this model.

**What to Consider in an Accounts Payable Workflow Solution** The course explores the differences between Accounts Payable Workflow and a Document Management system.

**Creating an Accounts Payable Documentation Management Policy** This course identifies the steps to take when creating an Accounts Payable Documentation Policy and discover the points that should be included.

**Communicating the Role of Accounts Payable to Others** This course presents various AP topics and offers examples of communications.

**Justifying and Presenting the Needs of Accounts Payable Operations** This course provides tips and tricks you can use to get what you need in Accounts Payable Operations.

**The Basics of Project Management for Accounts Payable** This course teaches the importance of having AP play a leading role on any project team implementing a project or system that impacts AP.

**KPIs and Metrics for Accounts Payable Manual Processes** In this course you'll explore how to calculate and use a number of key AP KPIs.

***Once you complete these courses and pass the exams, update your resume. You are ready for an role as Accounts Payable Manager!***