



# Accounts Payable Certification

## Certification Description

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

Too many people assume “Accounts Payable is just writing a check.” It is so much more than that. Learning more about all the AP processes, from the placement of an order with a vendor to the destruction of documents at the end of a retention period (and everything in between) will result in an efficient and effective Accounts Payable professional.

Advance your career by learning the intricacies of Accounts Payable. Become the best Specialist you can be. Especially if a role in management is your goal.

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.

**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**
- **4 million site users**
- **450,000+ hours of instruction delivered**
- **1800+ On Demand Courses**
- **8,000+ Video Lessons**
- **Two dozen+ CPE varieties**

## Certification Details

- ✓ Contains: **13 Courses**
- ✓ Duration: **11 hours**
- ✓ Credits: **11 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.

# Accounts Payable Specialist Certification Course Synopses

**A Glossary of Accounts Payable Terms** – Recognize terminology as is it used in Accounts Payable – one must know the definition of “plus” before understanding how “2 + 2” can be calculated.

**Procure to Pay Work Stream** – Discover the role Accounts Payable plays. Understand how the input needed by Accounts Payable should be developed.

**The Vendor Master** – Recognize key information to be included in every Vendor Record and related document requirements. Understand W-9 and W-8 forms.

**Understanding Non-PO Transactions** – Identify these transitions and how to reduce financial risks when processing them.

**No PO, No Pay** – Explore how such a policy can reduce the risks of approval, coding and payment errors by Accounts Payable.

**Accessorial Charges Billed on Vendor Invoices** – Explore the basics of Freight, Sales Tax and other charges billed on Vendor invoices that are not related to the referenced Purchase Order. Understand how these costs may be allocated.

**The Benefits of Reconciling Purchase Order Goods Receipts Not Yet Invoiced** – Recognize what they are and the negative impact one can have on a Company’s finances.

**Strengthening Vendor Relationships** – Discover how Accounts Payable Operations can make or break Vendor Relationships; this is not solely the job of the Purchasing team.

**The Payment Process** – Identify how invoices should be selected, tips on reviewing a Payment Proposal, the approval process and how Payments can be made.

**The Basics of 1099’s** – From the collection of a W-9 to the issuance of a 1099.

**Creating an Accounts Payable Documentation Management Policy** – Explore the importance of managing Accounts Payable documentation for the length of a Company’s retention period.

**Haste Makes Waste but Time is of the Essence** – Discover the importance of Value Added Time.

**The Basics of Automation** – Regardless of the system, identify the ways data can be moved from a company’s ERP system to a separate software solution.

***Once you complete these courses and pass the exams, update your resume. You are ready for any processor role in Accounts Payable and for the next challenge!***