



CRYSTALLUS INC.

ACCOUNTS
PAYABLE
NOW &
TOMORROW

Must-have AP information to help you and your company succeed today and prepare for tomorrow.

Dear Colleague,

It's not easy to work in or manage the accounts payable function today. Consider that:

- ◆ Budgets are tight, leaving little money for raises or needed technology
- ◆ Fraud is increasing, as it always does in tight economic times
- ◆ Best practices are changing – and some old controls no longer work
- ◆ Payments are being stretched resulting in more where's-my-money calls and invoice errors and
- ◆ Compliance initiatives are being stepped up to make up for federal and state budget shortfalls.

It is harder than ever to get invoices paid on time while not making duplicate or fraudulent payments—all while complying with increasing regulatory constraints. Yet, right now, many are cutting staff across the board. That's why we have created this special expanded issue of the Accounts Payable Now & Tomorrow print newsletter. It provides much needed advice to those scrambling to do a good job. It contains articles on:

- ◆ Real-life Survival Strategies Used in Accounts Payable to Deal with Shrinking Budgets
- ◆ Really Bad Accounts Payable Practices
- ◆ Fraud Outlook and Prevention Advice from Experts
- ◆ The basics of Segregation of Duties in Accounts Payable
- ◆ Staffing Accounts Payable during a Recession
- ◆ New Government Contractor Withholding Rules: Today and Long Term Implications
- ◆ New Job Rotation and Vacation Policies for Accounts Payable
- ◆ How to Prevent T&E Fraud and Achieve 100% Policy Compliance
- ◆ Fraud Alert: The Newest Type of Payment Fraud & How to Guard against It

Plus two pages of short tips, news, strategies and tactics. Normally, we sell our expanded monthly issues for \$39.95 each. However, recognizing that everyone has to watch the bottom line, we are offering this 20-page issue for \$29.95.

This is not the time to scrimp on your accounts payable function. Your bottom line can't afford it.

Mary Schaeffer

Publisher

Accounts Payable Now & Tomorrow, a CRYSTALLUS, Inc. publication

P.S. In addition to this issue, we have numerous **resources** to help organizations with the various functions that make up accounts payable. Some of them are shown **inside this brochure**. More details about each are available on our website.

Other AP
Resources
Shown Inside

302 836 0540 ■ ap-now.com ■ 302 836 0541 (fax)

Accounts Payable Resources

Accounts Payable Now & Tomorrow is a monthly print publication. It contains the most current expert advice including practitioner surveys and interviews, the latest changes in all related specialty areas such as T&E, 1099s, sales and use tax, OFAC, VAT, electronic payment alternatives etc. In addition to commentary from our editorial director, Mary S. Schaeffer, it features a changing lineup of expert columnists, short book reviews, and the latest industry updates.



Cost \$329 for one year; \$579 for 2 years and \$869 for three years.

AP CDs . Unless noted, each CD includes a 50-minute lecture followed by a 10-20 minute question and answer period. Each costs \$179. See website for additional titles.



- ◆ Accounts Payable Best Practices for 2009 and Beyond
- ◆ Fraud in the Real World
- ◆ How to Clean Up Your Master Vendor File
- ◆ Simple Ways to Maximize AP Productivity
- ◆ Finding Duplicate Payments Yourself: A 25-Step Low Tech Approach
- ◆ The Quiet Payment Revolution
- ◆ Imaging: A Straightforward Review of Your Options (90 minutes; \$229)

Travel & Entertainment Advice T&E represents the second largest controllable expense for most organizations. In the current tight environment many are adopting a policy of zero tolerance for games and fraud. These resources will help.



- ◆ Travel & Entertainment Best Practices CD \$179
- ◆ Travel & Entertainment Fraud Detection & Prevention CD \$179
- ◆ Travel & Entertainment Best Practices book (hardcover) \$55 (normally \$65)
- ◆ T&E Toolkit (all of the above) \$297

Unclaimed Property. It's no secret that the states need money. And they know that many organizations are not reporting their unclaimed property, so they are increasing audits. We have partnered with Reid Unclaimed Property on (* Delivered via e-mail):



- ◆ Unclaimed Property Dormancy Due Diligence Chart \$179 (Excel spreadsheet) *
- ◆ Unclaimed Property Policy & Procedures Manual \$99 (a customizable Word file) *
- ◆ Unclaimed Property Best Practices CD \$179
- ◆ The Unclaimed Property Executive Bundle \$379 (all 3 of the above)
- ◆ How to Get in Compliance if You've Never Filed Before CD \$179

P-cards. (purchasing cards or corporate procurement cards). The Purchasing Card Essentials: A Guide to Establishing & Managing a Program is a resource for program management, intended for professionals with various levels of p-card experience. With more than 125 pages of content, including graphs, instructions and examples, Essentials supports your organization's p-card implementation and program management processes every step of the way. This informative guide is produced by the experts at the National Association of Purchasing Card Professionals \$209

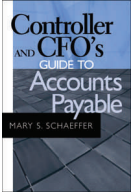


Information Reporting (1099, 1042-S etc.) has become a really hot topic for organizations everywhere. Proper compliance is mandatory to avoid fines and penalties. We have partnered with Balance Consulting to provide the following:



- ◆ The 1099 Compliance Kit \$295
- ◆ State Reporting Guide \$200
- ◆ Worker Classification: Independent Contractor or Employee? CD \$179
- ◆ TIN Solicitation Best Practice CD \$179

Accounts Payable Executive Set for Controllers & CFOs for executives who realize that best practices in their AP function can make a bottom line difference. Cost \$597. It includes:



- ◆ A one year subscription to the Accounts Payable Now & Tomorrow newsletter
- ◆ The Accounts Payable Best Practices for 2009 CD
- ◆ The Accounts Payable Best Practices No More CD
- ◆ A copy of the Controller & CFOs Guide to Accounts Payable

Accounts Payable Now & Tomorrow also sponsors a number of **live events** qualifying for NASBA CPEs. These include webinars, one-day intensive seminars and sponsorship of a conference. Additional details about these events can be found at <http://ap-now.com/webinar.html>

The one-day **Accounts Payable Now & Tomorrow seminar for 2009** will be in Washington DC on March 23, Philadelphia April 20 and Boston May 18. Cost \$495 per person

AP Resources Order Form

- ___ April AP Survival Strategies issue of AP Now & Tomorrow \$29.95
- ___ AP Now & Tomorrow newsletter circle one 1year \$329; 2 years \$579; 3 years \$869
- ___ CD \$179 name _____
- ___ CD \$179 name _____
- ___ CD \$229 name _____
- ___ Travel & Entertainment Best Practices hardcover book (John Wiley & Sons) \$55
- ___ Travel & Entertainment Toolkit \$297
- ___ Unclaimed Property Due Diligence Chart \$179
- ___ Unclaimed Property Policy & Procedures Manual \$99
- ___ Unclaimed Property Executive Bundle \$379
- ___ Purchasing Card Essentials: A Guide to Establishing and Managing A Program \$209
- ___ The 1099 Compliance Kit \$295
- ___ The Guide for State Information Tax Reporting \$200
- ___ The Accounts Payable Executive Set \$597
- ___ One-day AP Now Seminar for 2009 \$495 circle one Washington DC, Philadelphia, Boston

Total

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Accounts Payable Now & Tomorrow

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- ◆ AP Newsletter (monthly)
- ◆ Weekly AP ezine
- ◆ AP Books
- ◆ AP Webinars/teleconferences
- ◆ AP Seminars
- ◆ AP CDs
- ◆ Special AP Reports
- ◆ AP Blog
- ◆ AP Consulting services
- ◆ P-card Manual
- ◆ Toolkits (AP, T&E, 1099, Escheat)
- ◆ Duplicate Payment Resource Center

Visit www.ap-now.com

To receive the latest AP news and information sign up for our **free** weekly ezine, e-AP News at www.ap-now.com/ezinesignup.html

**Reserve Your Copy Now
Issue Available April 1**

The Accounts Payable in Difficult Times issue

Find out:

- ◆ How to protect your organization against the newest type of payment fraud
- ◆ How to eliminate those really bad accounts payable practices that eat into the bottom line
- ◆ What other AP departments are doing to deal with the recession
- ◆ About a feature in the stimulus bill that will affect tax reporting
- ◆ About a new staffing policies being adopted by leading edge AP departments to combat fraud
- ◆ How to prevent mind boggling Travel & Entertainment frauds that have occurred at other firms
- ◆ And much more

This is not the time to
skimp on your
Accounts Payable function.

**Only
\$29.95**

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