

# ESSENTIALS

of

## Accounts Payable

- Work effectively with clients processing receivables
- Understand how to set up accounts receivable
- Learn business, administrative, and legal aspects of receivables
- Provide excellent customer service to clients, customers, vendors, and others

**Mary S. Schaeffer**

Author, *Accounts Payable*  
Managing Accounts Payable

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business world is always changing and so should you      Fundamentals of Accounts Payable Mary Schaeffer, 2014-01-25

Unless you are satisfied with an accounts payable function that is expensive inefficient makes lots of duplicate and improper payments permits fraud and is continually in hot water with state and federal regulators it is critical that the foundation of the accounts payable department be as strong and impenetrable as possible This is not as simple as you might think To create a solid foundation best practices must be used and strong internal controls integrated throughout the function For all that to happen a good understanding of the fundamentals of the accounts payable function is required That is the goal of this book and it is a lot more complicated than many realize Now many professionals reading this book will already know some of what's included After all we all know how to pay bills For starters there's a right way and a wrong way to handle the functions related to paying invoices What's more the function is changing thanks to technology new frauds and increased regulatory requirements So while some of the fundamentals have stayed the same for many years a lot has changed And that's just the tip of the iceberg there's a lot more to the accounts payable function than just paying bills invoices

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