

*Prevent fraud, minimize duplicate payments & improve S-Ox compliance*

## **Master Vendor File: Best Practices & Techniques to Eliminate Duplicate and Dormant Entries**

Do you really have a good process to cleanse your master vendor file of duplicate and inactive vendors? How often do you go through that process? Are your master vendor file internal controls strong enough to pass muster? Whether your master vendor file processes need a major overhaul or just a minor tweaking, Rich Lanza is the answer to your prayers. In 75 fast-paced minutes, he'll quickly walk you through the basics then take you to the advanced level with:

- Master vendor file "Best Practices"
- The special problems caused by dormant accounts
- Top report techniques in Microsoft Access and Excel to eliminate dormant accounts
- Key internal controls to prevent errors and fraud
- Proactive fraud detection techniques

**About Rich Lanza:** Sometimes referred to as the Johnny Appleseed of audit and assurance software, Rich was recently awarded the prestigious "Outstanding Achievement in Commerce Award" from the Association of Certified Fraud Examiners. He is president of Cash Recovery Partners, LLC, the creator of AuditSoftware.Net, and a director at CPA2Biz focusing on the use of audit and assurance software to improve business intelligence, increase efficiencies, and identify bottom-line savings. He has worked with over 100 companies throughout his career from small businesses to Fortune 500 companies.

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