

1. Record Nr.	UNINA9910783221603321
Titolo	Information and e-learning [[electronic resource]] : new information perspectives / / guest editors: Peter Williams and Susannah Quinsee
Pubbl/distr/stampa	Bradford, England, : Emerald Group Publishing, c2005
ISBN	1-280-50864-7 9786610508648 1-84544-278-4
Descrizione fisica	1 online resource (91 p.)
Collana	Aslib proceedings ; v. 57, no. 2
Altri autori (Persone)	QuinseeSusannah WilliamsPeter
Disciplina	371.33 371.334
Soggetti	Computer-assisted instruction Internet in education
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Contents; EDITORIAL ADVISORY BOARD; Guest editorial; E-learning: what the literature tells us about distance education; Information and communication technology (ICT) education in The City School, Pakistan; Tackling student referencing errors through an online tutorial; How to manage the big bang: evolution or revolution in the introduction of an MLE?; Information management and e-learning; The use of the internet in higher education; From prescribed reading to the excitement or the burden of choice
Sommario/riassunto	E-learning is a subject that has fast become a "hot topic" for politicians and others involved within the education sector. Rapid advances in technology and increasingly cheaper hardware have meant that the potentials of e-learning appear to be more easily realised.

2. Record Nr.	UNINA9910830465903321
Autore	Schaeffer Mary S
Titolo	Controller and CFO's guide to accounts payable [[electronic resource] /] / Mary S. Schaeffer
Pubbl/distr/stampa	Hoboken, N.J., : Wiley, c2007
ISBN	1-119-20195-0 1-280-64938-0 9786610649389 0-470-08603-3
Descrizione fisica	1 online resource (258 p.)
Disciplina	657.74 658.1526
Soggetti	Accounts payable
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Controller and CFO's Guide to Accounts Payable; Contents; Preface; Part I: Core Functions; Chapter 1: Internal Controls in Accounts Payable; IGNORE ACCOUNTS PAYABLE AT YOUR OWN PERIL; THE FRAUD PROBLEM; STATE AUDITING GROUPS; SARBANES-OXLEY IMPACT; A MARRIAGE MADE IN HEAVEN-NOT!; IDEAL ACCOUNTS PAYABLE FUNCTION; "WHEN THE INVOICE ARRIVES"; SEGREGATION OF DUTIES; CONTROL ON PAYMENT TYPES; OTHER PAYMENT TYPE CONTROL ISSUES; OFTEN-OVERLOOKED ISSUE: SPREADSHEETS; SPREADSHEET CONTROL PLAN; POLICY AND PROCEDURES MANUAL; BAD CONTROL PRACTICES; RECOMMENDED MANAGEMENT ACTIONS Chapter 2: Invoice Handling THREE-WAY MATCH; COMMON INVOICE PROBLEMS AND SOLUTIONS; ALTERNATIVE TO THREE-WAY MATCH: EVALUATED RECEIPT SETTLEMENT; ALTERNATIVE TO THREE-WAY MATCH: NEGATIVE ASSURANCE/ASSUMED RECEIPT; STATEMENTS; PAYING FROM STATEMENTS; A WORD ABOUT CREDITS; GETTING APPROVALS; STAMPING MAIL IN ACCOUNTS PAYABLE; ELECTRONIC INVOICING; BAD PRACTICES; RECOMMENDED MANAGEMENT ACTIONS; Chapter 3: Payment Processing and Alternatives; CHECK STOCK; CHECK STORAGE; CHECK PRINTING; WHO SHOULD PRINT CHECKS;

MONITORING CHECK STOCK USED; BETWEEN PRINTING AND MAILING; CHECK SIGNING
DISTRIBUTION OF CHECKSMAILING CHECKS; DIFFICULTIES CAUSED BY CHECKS; WHY RETURNING CHECKS CAN BE A PROBLEM; AN END RUN AROUND THE RETURNING CHECK TO REQUISITION PROBLEM; POSITIVE PAY AND ITS COUSINS; P-CARDS; WIRE TRANSFERS; ACH PAYMENTS; WHAT EVERY COMPANY NEEDS TO KNOW TO AVOID MAKING PAYMENTS TO TERRORISTS; Chapter 4: Exception Processing; CHECK PROBLEMS: EXCEPTION PROCESSING HEADS THE LIST; TYPICAL RUSH CHECK SCENARIO; BACKGROUND ON RUSH CHECKS; WAYS TO MINIMIZE THE NUMBER OF RUSH CHECKS; POSITIVE PAY ISSUE; WHY RETURNING CHECKS CAN BE A PROBLEM
NEED CHECKS RETURNED: HERE'S A POLICY YOU CAN USEAUDIT POINT; PETTY CASH BOX; Chapter 5: Duplicate and Erroneous Payments; THE WE-NEVER-MAKE-A-DUPLICATE-PAYMENT MYTH; DUPLICATE-PAYMENT HYPOCRISY; POLICY; IN-HOUSE CHECKING: BEFORE THE PAYMENT IS MADE; IN-HOUSE CHECKING: AFTER THE PAYMENT IS MADE; A WORD ABOUT SOFTWARE; WHY DUPLICATE PAYMENT AUDIT FIRMS ARE NEEDED; HIRING A POSTAUDIT FIRM; SECOND POSTAUDIT; WORD OF CAUTION; OVERALL ACTION PLAN; Chapter 6: Vendors, Vendor Relations, and Master Vendor File; VENDOR RELATIONS; WHAT IS THE MASTER VENDOR FILE?
RESPONSIBILITY FOR THE MASTER VENDOR FILEWHO'S IN AND WHO'S NOT?; HANDLING INACTIVE VENDORS; CLEANSING THE MASTER VENDOR FILE; FRAUD THROUGH THE MASTER VENDOR FILE; VENDOR WELCOME LETTER; NEW VENDOR APPLICATIONS; ACCESS TO THE MASTER VENDOR FILE AND MAKING CHANGES; REVIEW OF CHANGES; THE SPOT-CHECK ANNUAL REVIEW; MASTER VENDOR FILE STANDARDS; CODING STANDARDS; COORDINATION WITH INVOICE CODING STANDARDS; VENDOR CALLS INTO ACCOUNTS PAYABLE; IVR/IWR; SEGREGATION OF DUTIES; CONTRACT COMPLIANCE; Chapter 7: Discounts and Deductions; LOST EARLY-PAYMENT DISCOUNTS; THE FIRST PROBLEM
ANOTHER DIRTY SECRET

Sommario/riassunto

Refreshingly candid and witty in tone, Controller and CFO's Guide to Accounts Payable is required reading for any professional wanting to understand more about their organization's AP operations. It declares that AP is no longer a back-office function and underscores the reality that proper attention must be paid to this crucial department in order to run a leading edge and competitive company.
