1. Record Nr. UNINA9910959493303321 Autore Schaeffer Mary S **Titolo** Accounts payable: a guide to running an efficient department / / Mary S. Schaeffer Pubbl/distr/stampa Hoboken, N.J., : Wiley, c2004 **ISBN** 9786610346288 9781280346286 1280346280 9780471684046 047168404X Edizione [2nd ed.] Descrizione fisica 1 online resource (431 p.) Disciplina 658.15/26 Soggetti Accounts payable Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia Description based upon print version of record. Note generali Includes bibliographical references (p. 397-398) and index. Nota di bibliografia Nota di contenuto Accounts Payable: A Guide to Running an Efficient Department, Second Edition; CONTENTS; PREFACE; ACKNOWLEDGMENTS; PART ONE: PROCESSING; CHAPTER 1: INVOICE HANDLING; 1.1 INTRODUCTION; 1.2 THE INVOICE: 1.3 PURCHASE ORDERS: 1.4 RECEIVING DOCUMENTS: 1.5 PROPER INVOICE HANDLING; 1.6 WHEN ACCOUNTS PAYABLE RECEIVES INVOICES LAST; 1.7 ENTRY BY MONTH-END; 1.8 TIMELY APPROVALS; 1.9 UNIDENTIFIED INVOICES SENT TO ACCOUNTS PAYABLE; 1.10 USE BEST OF TERMS; 1.11 STRATEGIES TO USE WHEN SHORT-PAYING INVOICES; 1.12 GOODS IMPROPERLY ORDERED OUTSIDE PURCHASING; 1.13 NONPURCHASE ORDER BUYING 1.14 ENCOURAGING OTHERS TO FOLLOW ACCOUNTS PAYABLE'S GUIDELINES1.15 INVOICES WITHOUT INVOICE NUMBERS; 1.16 INVOICE AMNESTY DAY; 1.17 KEEPING DIFFICULT INVOICES FROM DISAPPEARING; 1.18 USING VENDOR STATEMENTS: THEORY; 1.19 USING STATEMENTS: REALITY; 1.20 FILING: BATCH VERSUS ALPHA FILING; 1.21 REDUCING THE NUMBER OF INVOICES: 1.22 HANDLING BILLS WITH

REMITTANCE ADVICES; CHAPTER 2: ALTERNATIVES TO THE THREE-WAY MATCH; 2.1 INTRODUCTION; 2.2 ASSUMED RECEIPT; 2.3 EVALUATED

RECEIPT SETTLEMENT: CHAPTER 3: CHECK PREPARATION PRINTING AND

FILING; 3.1 INTRODUCTION; 3.2 A MORE COMMON APPROACH 3.3 MANUAL SIGNATURES3.4 AUTHORIZED SIGNERS; 3.5 PROPER CHECK-SIGNING PROCEDURES AND CONTROL; 3.6 LIMITING TIME SPENT GETTING CHECKS SIGNED: 3.7 MAILING VERSUS PICKING UP CHECKS; 3.8 CHECK FILING; 3.9 TIME-SAVING TECHNIQUES IN THE CHECK PRODUCTION CYCLE; 3.10 CANCELED CHECKS AND IRATE VENDORS: CHAPTER 4: AUTOMATED CLEARINGHOUSE AND DIRECT DEPOSIT: 4.1 INTRODUCTION: 4.2 DIRECT DEPOSIT: 4.3 OTHER COMMON EXAMPLES; 4.4 COMBINING ELECTRONIC BILLING AND PAYMENTS; 4.5 TERMINOLOGY; 4.6 CHECK TRUNCATION AND CHECK CONVERSION: 4.7 WHAT COMPANIES ARE DOING TODAY 4.8 CASE STUDY: HOW ONE COMPANY GETS SUPPLIERS TO ACCEPT ACH PAYMENTS4.9 THE FUTURE; CHAPTER 5: MAKING INTERNATIONAL PAYMENTS; 5.1 INTRODUCTION; 5.2 FOREIGN EXCHANGE; 5.3 BANK ACCOUNT ISSUES; 5.4 PAYMENT MECHANISMS; 5.5 INTERNATIONAL PAYMENT SERVICE; 5.6 BENEFITS OF INTERNATIONAL PAYMENT SERVICES: 5.7 PAYMENTS TO NAFTA PARTNERS; PART TWO: CONTROLS: CHAPTER 6: EXCEPTION AND RUSH PROCESSING; 6.1 INTRODUCTION; 6.2 DEALING WITH THE ISSUE: 6.3 HARD-LINE APPROACH: 6.4 IDENTIFY RUSH-CHECK TROUBLEMAKERS: 6.5 MODIFY SYSTEMS AND PROCEDURES TO REDUCE THE NEED FOR RUSH CHECKS; 6.6 PUBLISH A **NEWSLETTER** CHAPTER 7: ERRORS AND DUPLICATE PAYMENTS 7.1 INTRODUCTION: 7.2 STATISTICS; 7.3 TYPES OF ERRONEOUS PAYMENTS; 7.4 LOW-TECH SOLUTIONS; 7.5 HIGH-TECH SOLUTIONS; 7.6 EMPLOYEES: YOUR MOST IMPORTANT RESOURCE; 7.7 TOLERANCE LEVELS; 7.8 HANDLING DISCREPANCIES; 7.9 ACCURACY AND TIMELINESS; 7.10 TIMING ISSUES;

7.11 ELIMINATING DUPLICATE PAYMENTS WITHOUT AN AUDITOR; 7.12 DUPLICATE PAY AUDITS: THE FUTURE OF ACCOUNTS PAYABLE AND AP AUDITS; CHAPTER 8: PAYING WHEN THE ORIGINAL INVOICE IS NOT AVAILABLE; 8.1 INTRODUCTION; 8.2 WHO PAYS FROM COPIES; 8.3

8.4 COMMON TECHNIQUES TO ENSURE A SECOND PAYMENT WILL NOT

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