



# ACCOUNTS PAYABLE *and* SARBANES- OXLEY

Strengthening  
Your Internal Controls

MARY S. SCHAEFFER

# Accounts Payable And Sarbanes Oxley Strengthening Your Internal Controls

**Robert J. Sonnelitter, Jr.**



## **Accounts Payable And Sarbanes Oxley Strengthening Your Internal Controls:**

**Accounts Payable and Sarbanes-Oxley** Mary S. Schaeffer, 2006-02-17 Accounts Payable and Sarbanes Oxley cements Mary Schaeffer's reputation as the premier authority on accounts payable. She provides great detail on all aspects of the payables systems needed to comply with Sarbanes Oxley. A must for every controller's bookshelf. Steven Bragg Premier Data Services. Mary Schaeffer has done it again. America's most accomplished accounts payable expert has written another authoritative and comprehensive work. This time she takes aim at internal controls and the Sarbanes Oxley Act as they impact the payables function. Whether or not you are required to comply with the Act, this book will help you meet the challenges facing professionals who demand effective and efficient controls both now and in the future. This book is an enormous resource and blueprint for any financial professional. Bob Lovallo President Pinpoint Profit Recovery Services Inc. There are many guides to complying with Sarbanes Oxley, yet this text is the first I have seen that provides accounts payable departments with a game plan both from a mile high and an in the trenches viewpoint. Even if you are not concerned with SOX, this guide provides the foundational control framework and best practices for any accounts payable department. Richard B. Lanza CPA CITP CFE PMP President Cash Recovery Partners L.L.C. Mary Schaeffer's book provides clearly written guidance on the causes, consequences, and best practices for accounts payable's internal controls. Every accounting, auditing, and information technology professional who deals with accounts payable will find some useful suggestions in this book. Dr. Will Yancey CPA independent consultant. If you only read one book on the duties and responsibilities of the accounts payable representative, make it this one. Ms. Schaeffer is absolutely brilliant at explaining the impact the Sarbanes Oxley Act will have on the organization and its accounts payable procedures. Whether you are a seasoned accounts payable representative or just new to the position, this book will help you to become firmly grounded in your ability to perform your role in the accounts payable department. Jerry W. Michael President IRSCompliance.org. The accounts payable blueprint to becoming Sarbanes Oxley compliant. The Sarbanes Oxley Act provides a rigorous discipline that can be used by all organizations regardless of whether they are publicly traded or not. Strong internal controls and segregation of duties should become a standard way of thinking rather than something required by law. Accounts Payable and Sarbanes Oxley provides a comprehensive overview of the Act and lays out the necessary guidelines that affect accounts payable to ensure compliance in the accounts payable department.

**Fraud in Accounts Payable** Mary S. Schaeffer, 2008-10-03 Praise for Fraud in Accounts Payable. Fraud in Accounts Payable is an insightful book that takes an in-depth look at the three most frequently committed fraudulent cash disbursement schemes directly related to your accounts payable function. Mary provides colorful and poignant stories showing how easy it can be to steal from both within and outside an organization. But the real beauty of this book is that Mary illustrates ways you can immediately begin implementing effective and efficient controls to reduce the opportunities for fraud within your organization. Matthew D. Storlie CFE Fraud Forensic Services Virchow Krause Company LLP. Mary has delivered

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**Cost Recovery**

Richard B. Lanza,2009-08-11

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The book discusses how to utilize free services offered by cost recovery consultants using of top money saving proves improvements and how to create a plan to maximize recovering technology

**Foundations of the Assumed Business Operations and Strategy Body of Knowledge (BOSBOK)**

Gary R. Oliver,2012

The business operations and strategy body of knowledge BOSBOK draws concepts theories and examples from the disciplines of economics education finance health sciences international politics law marketing philosophy and psychology

*Manager's Guide to the Sarbanes-Oxley Act*

Scott Green,2004-02-19

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For most companies achieving compliance to the Sarbanes Oxley Act SOX has proven to be more challenging and more costly than initially anticipated

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*Accounting Principles* Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso, 2018-06-06 *Accounting Principles* provides students with a clear introduction to fundamental accounting concepts with an emphasis on learning the accounting cycle from a sole proprietor perspective This product helps students get the most out of their accounting course by making practice simple Streamlined learning objectives help students use their study time efficiently by creating clear connections between the reading and the homework

*American Book Publishing Record*, 2006

*The British National Bibliography* Arthur James Wells, 2006

*The Effective CIO* Eric J. Brown, William A. Yarberry Jr., 2008-12-23 In a business world of uncertain budgets relentless technology changes scarce management talent and intense production demands theory is good but practice sells *The Effective CIO* How to Achieve Outstanding Success through Strategic Alignment Financial Management and IT Governance is all about practice successfully delivering the nuts and bolts for effective governance execution It helps to dissolve the negative image many CIOs have as remote purely rational decision machines while demonstrating how to improve quality and throughput in your business This authoritative text includes governance checklists sample IT controls merger and acquisition recommendations and a detailed framework for IT policies Authored by two highly regarded IT management experts the book provides not only a survey of existing strategies but also includes detailed problem solving ideas such as how to structure optimal IT and telecom contracts with suppliers the implications of SOP 98 and accounting for software costs The book seamlessly brings together two perspectives that of a working CIO who must cope with day to day pressures for results and that of an IT audit consultant with a special focus on governance and internal control Unlike many other CIO related books that merely discuss strategies *The Effective CIO* includes easy to follow guidelines and governance principles that can be implemented immediately

**Singapore Accountant**, 2005

*Controller and CFO's Guide to Accounts Payable* Mary S. Schaeffer, 2006-09-30 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      **How to Comply with Sarbanes-Oxley Section 404** Michael J. Ramos, 2004-03-29 Designed specifically for Sarbanes Oxley Section 404 compliance How to Comply with Sarbanes Oxley Section 404 features A step by step approach to engagement performance Original material from a leading expert in auditing and accounting Practice aids including forms checklists illustrations diagrams and tables In depth explanations to help professionals understand how best to approach the internal control engagement Examples and action plans providing blueprints for implementing requirements of the Act Order your copy today      **Internal Controls in Accounts Payable**

Mary S Schaeffer, 2014-03-26 Internal controls are a framework of policies procedures analysis and strategies put in place by an organization to prevent fraud ensure the veracity and reliability of financial and accounting information and to protect the organization's financial assets including but not limited to its cash flow When it comes to accounts payable not only do strong internal controls help prevent improper and duplicate payments they tend to lead to a more efficient procure to pay process Controls are all in the details and this book walks professionals through the discrete tasks comprising and impacting the payment function Internal controls in your accounts payable function really do matter Ignoring them could cost you in ways you never imagined Table of Contents Introduction Chapter 1 Why Internal Controls Matter Chapter 2 The Basics of Internal Controls Theory Chapter 3 The Basics of Internal Controls In Practice Chapter 4 Fraud Prevention Controls and Practices Chapter 5 Internal Controls and Duplicate Payments Chapter 6 Where Internal Controls Break Down Chapter 7 Purchase Orders and Their Role in Internal Controls Chapter 8 Invoice Processing The Core of the Accounts Payable Function Chapter 9 Invoice Related Control Issues Chapter 10 When Paying by Check The Internal Control Migraine Chapter 11 Check Related Control Issues Chapter 12 Corporate Procurement Cards An Alternative to Paper Checks Chapter 13 Electronic Payment Alternatives A Better Payment Approach Chapter 14 The Master Vendor File Where It All Begins Chapter 15 The Travel and Entertainment Component Expense Reimbursements Chapter 16 Computers Tablets and Smartphones The Often Overlooked Control Component Chapter 17 Controls to Prevent Bribing Foreign Government Officials Chapter 18 Other Issues That Present Control Concerns Chapter 19 The Policy and Procedures Manual Tying It All Together Glossary Index

Consultants & Consulting Organizations Directory Cengage Gale, 2009-05-12      **Consultants & Consulting**

**Organizations Directory: Descriptive listings and indexes**, 2009      *SOX 404 for Small, Publicly Held Companies* Robert J. Sonnelitter, Jr., 2007 CCH's SOX 404 for Small Publicly Held Companies enables you to successfully and efficiently make the internal control assessment required by Section 404 of the Sarbanes Oxley Act In particular this book will help non accelerated filers those companies that have outstanding securities with a market value of less than 75 million with the challenging and time consuming SOX 404 requirements This addition to the CCH reference library gives you the tools for the evaluation planning documentation risk assessment testing and reporting necessary for successful compliance with Section 404 It focuses on the SEC's rules for an assessment of internal controls and the PCAOB's requirements for independent

auditors The free companion CD ROM accompanying this book includes workpapers and checklists as well as primary source material from the SEC and PCAOB to make your research and reporting as quick and cost efficient as possible SOX 404 for Small Publicly Held Companies and the accompanying CD ROM address all that is necessary to perform an assessment of internal controls over financial reporting as well as an assessment of disclosure controls Book jacket [Internal Controls in Accounts Payable](#) Mary S. Schaeffer,2014-03-24 To some accounts payable may seem like an innocuous function necessary but not really requiring much attention resources or direction Taking this view is unfortunate because the end result can be a serious negative impact on the bottom line Even those who recognize the folly of this view don t always devote the attention needed to the payment process Too often executives will say something like I m a big picture person or I set policy and let my staff take care of the rest But at the end of the day the devil in the procure to pay process is in the details Regrettably not everyone is willing to roll up their sleeves and get involved in the nitty gritty And it s in the little details where fraud duplicate pays and improper payments slip through Internal controls in your accounts payable function really do matter Ignoring them could cost you in ways you never imagined Table of Contents Introduction Chapter 1 Why Internal Controls Matter Chapter 2 The Basics of Internal Controls Theory Chapter 3 The Basics of Internal Controls In Practice Chapter 4 Fraud Prevention Controls and Practices Chapter 5 Internal Controls and Duplicate Payments Chapter 6 Where Internal Controls Break Down Chapter 7 Purchase Orders and Their Role in Internal Controls Chapter 8 Invoice Processing The Core of the Accounts Payable Function Chapter 9 Invoice Related Control Issues Chapter 10 When Paying by Check The Internal Control Migraine Chapter 11 Check Related Control Issues Chapter 12 Corporate Procurement Cards An Alternative to Paper Checks Chapter 13 Electronic Payment Alternatives A Better Payment Approach Chapter 14 The Master Vendor File Where It All Begins Chapter 15 The Travel and Entertainment Component Expense Reimbursements Chapter 16 Computers Tablets and Smartphones The Often Overlooked Control Component Chapter 17 Controls to Prevent Bribing Foreign Government Officials Chapter 18 Other Issues That Present Control Concerns Chapter 19 The Policy and Procedures Manual Tying It All Together Glossary Index [Internal Controls Policies and Procedures](#) Rose Hightower,2008-12-03 Drawing on her many years as a consultant to numerous companies big and small author Rose Hightower infuses Internal Controls Policies and Procedures with her wealth of experience and knowledge Instead of reinventing the wheel your company can use this useful how to manual to quickly and effectively put a successful program of internal controls in place Complete with flowcharts and checklists this essential desktop reference is a best practices model for establishing and enhancing your organization s control framework These manuals are favorites for organizations and companies that need a foundation and grounding to ensure an internal control posture of integrity credibility method process and process or a reminder of its importance URLs were included when first published to encourage the dissemination and distribution of relevant chapters to those interested and in charge of the specific departments Although times have changed the principles professed are sound and solid for

today's accounting and business environment Implementing these cornerstones will produce a principled manageable approach These manuals can be used by accounting individuals finance departments sole proprietor businesses large corporations accounting auditing students and any others interested in specific topics or general disciplines The discipline for the oversight processes and procedures are important when introducing or implementing auditing practices whether in accounting or throughout the organization These manuals should be used together to provide the basics when setting up a department or specific process discipline for learning about the strengths weaknesses and opportunities within the specific focus areas

Internal Controls Toolkit Christine H. Doxey, 2019-07-23 Step by step guidance on creating internal controls to manage risk Internal control is a process for assuring achievement of an organization's objectives in operational effectiveness and efficiency reliable financial reporting and compliance with laws regulations and policies This is a toolkit approach that addresses a practical need for a series of standards of internal controls that can be used to mitigate risk within any size organization Inadequate internal controls can cause a myriad of problems that adversely affect its ability to provide reliable timely and useful financial and managerial data needed to support operating budgeting and policy decisions Reliable data is necessary to make sound business decisions Toolkit approach with detailed controls and risks outlined for key business processes Foundational for SOX 404 initiatives Key material to improve internal control efforts Guidance during M A projects Poor controls over data quality can cause financial data to be unreliable incomplete and inaccurate this book helps you control that quality and manage risk



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