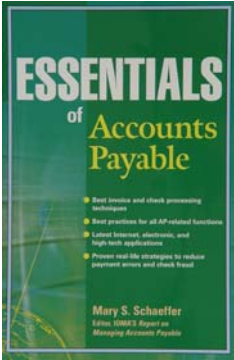


Jim Frazier's Accounts Payable Recommendations



Essentials of Accounts Payable

An introduction for the AP professional

This book is an excellent introduction to the world of Accounts Payable with loads of specifics on best practices and helpful hints on how to best get the

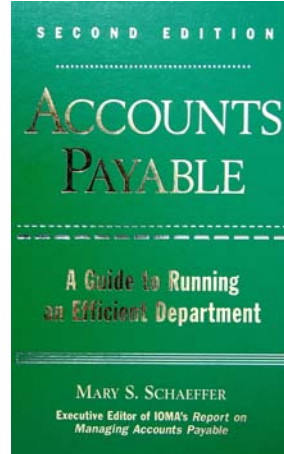
job done. This book is chock full of information on how the AP function operates today with a vision for the future of those operations.

Jim's take: This book is excellent for the Accounts Payable professional who wants ideas and best practices for improving their effectiveness and efficiency.

Topics covered include:

- Accounting and bookkeeping basics
- Invoice processing
- Checks
- Exceptions and rush checks
- Errors and duplicate payments
- Paying lost and missing invoices
- Relationship with Purchasing
- Master vendor files
- Discounts and deductions
- Travel and Entertainment
- EDI
- The Internet
- XML
- P-Cards
- Fraud
- Using Technology

Part No. 3084
\$34.95



Accounts Payable

A guide to running an efficient department

The first and only comprehensive work on and about the issues affecting A/P professionals in all industries. The book includes great information on accounts payable best practices and

ideas, while also covering management and legal and tax compliance issues.

Jim's take: This book is best for the Accounts Payable manager who wants more ideas for managing and organizing their department. In addition, the regulatory information in this book will help keep you out of trouble.

Topics covered include:

- Invoice handling, errors and duplicate payments
- Paying lost invoices
- Check processing, exception and rush checks
- Managing the AP department
- Staff motivation, morale and professionalism
- Working with purchasing and other departments
- Master vendor files
- Payment timing, terms and taking discounts
- Audits and management letters
- Alternatives to 3-way match
- Handing T and E reports
- Automated T and E reports
- VAT refunds
- International payments EDI
- Cell phone bills
- Encryption /digital signatures
- E-Marketplaces and XML
- Software and imaging
- Internet and email
- P-Cards
- Post audit firms
- Benchmarking
- 1099's
- Sales and Use Tax
- Escheatment
- Petty cash
- Check, employee and vendor fraud

Part No. 6908
\$125