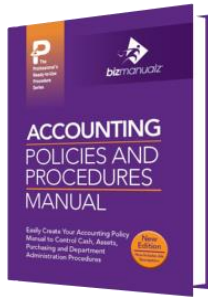


SAMPLE FROM THE ACCOUNTING POLICIES AND PROCEDURES MANUAL INCLUDES AN EXAMPLE PROCEDURE, A LIST OF TOPICS, FORMS AND JOB DESCRIPTIONS



Accounting Policies and Procedures Manual

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39 Prewritten Accounting Policies and Procedures

<p><i>General and Administrative</i></p> <ol style="list-style-type: none"> 1. Chart Of Accounts 2. Files And Records Management 3. Travel And Entertainment 4. Management Reports 5. Period-End Review & Closing 6. Controlling Legal Costs 7. Taxes And Insurance 8. Property Tax Assessments 9. Confidential Information Release 10. Document Control <p><i>Cash</i></p> <ol style="list-style-type: none"> 11. Cash Drawers And Credit Cards 12. Cash Receipts And Deposits 13. Problem Checks 14. Wire Transfers 15. Check Signing Authority 16. Check Requests 17. Bank Account Reconciliations 18. Petty Cash <p><i>Inventory and Assets</i></p> <ol style="list-style-type: none"> 19. Inventory Control 20. Inventory Counts 21. Fixed Asset Control 22. Customer Property 23. Fixed Asset Capitalization & Depreciation 	<p><i>Revenue</i></p> <ol style="list-style-type: none"> 24. Sales Order Entry 25. Point-Of-Sale Orders 26. Customer Credit Approval And Terms 27. Sales Order Acceptance 28. Shipment Of Goods 29. Invoicing And Accounts Receivable 30. Sales Tax Collection 31. Progress Billing 32. Account Collections 33. Customer Returns <p><i>Purchasing</i></p> <ol style="list-style-type: none"> 34. Vendor Selection 35. General Purchasing 36. Project Purchasing 37. Receiving And Inspection 38. Shipping And Freight Claims 39. Accounts Payable And Cash Disbursements
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Accounting Policies and Procedures Manual:

56 Corresponding Accounting Forms and Records

<p>General and Administrative</p> <ol style="list-style-type: none"> 1. Account Codes 2. Master File Guide Index 3. Records Retention Periods 4. Travel Arrangements Form 5. Travel And Miscellaneous Expense Report 6. Entertainment And Business Gift Expense Report 7. Department Reporting Summary 8. Daily Flash Report 9. Weekly Financial Report 10. Six Week Cash Flow Report 11. Budget vs. Actual Report 12. Financial Statements 13. Federal Tax Calendar 14. Non-Disclosure Agreement 15. Request For Document Change 16. Document Change Control <p>Cash</p> <ol style="list-style-type: none"> 17. Daily Cash Report 18. Deposit Log 19. Bad Check Notice 20. Bank Wire Instructions 21. Wire Transfer Form 22. Check Signing Authority Log 23. Check Request 24. Sample Bank And Book Balances Reconciliation 25. Petty Cash Journal <p>Inventory and Assets</p> <ol style="list-style-type: none"> 26. Inventory Requisition 27. Inventory Count Sheet 28. Inventory Tag 	<p>Inventory and Assets (Con't)</p> <ol style="list-style-type: none"> 29. Capital Asset Requisition 30. Asset Disposition Form 31. Bill Of Sale 32. Material Return Notice <p>Revenue</p> <ol style="list-style-type: none"> 33. Sales Order 34. Order Form 35. Credit Application 36. Request For Credit Approval 37. Credit Inquiry 38. Phone Confirmation Checklist 39. Shipping Log 40. Commercial Invoice 41. Invoice 42. Accounts Receivable Write-Off Authorization 43. Account Collection Control Form 44. 30 Day Satisfaction Guarantee 45. Returned Goods Authorization <p>Purchasing</p> <ol style="list-style-type: none"> 46. New Vendor Notification 47. Vendor Survey Form 48. Purchase Requisition 49. Purchase Order 50. Purchase Order Log 51. Purchase Order Follow-Up 52. Daily Sundry Payable Log 53. Order And Arrival Log 54. Receiving Log 55. Receiving and Inspection Report 56. Inventory Inspection Levels
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Accounting Job Descriptions: A complete job description is included for each of the 32 positions referenced in the Accounting Polices and Procedure Manual. Each position includes a summary description of the position, essential duties and responsibilities, organizational relationships, a list of the procedures where the position is referenced, specific qualifications, physical demands of the position, and work environment

<ol style="list-style-type: none"> 1. Accounting Manager 2. Accounts Payable Clerk 3. Accounts Receivable Clerk 4. Administrative Services Manager 5. Cash Manager 6. Cashier 7. Chief Financial Officer 8. Construction Manager 9. Contoller 10. Credit Manager 11. Customer Service Representative 	<ol style="list-style-type: none"> 12. Director of Quality 13. Engineering Manager 14. Financial Manger 15. Human Resources Manager 16. Inventory Control Manager 17. Legal Counsel 18. Manufacturing Manage 19. Marketing Manager 20. Office Manager 21. President 22. Production Manager 	<ol style="list-style-type: none"> 23. Project Manager 24. Purchasing Manager 25. Quality Control Manager 26. Quality Manager 27. Receiving Manager 28. Sales Manager 29. Sales Representative 30. Service Manager 31. Shipping Manager 32. Travel Coordinator
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