



# 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.

**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

*Accounts Payable Best Practices* Mary S. Schaeffer, 2004-06-04 Have you ever wondered where your processes stand against industry leaders or how you can take your services and organizational procedures to state of the art levels Are you frustrated because you don't think you have the financial or human resources needed to employ best practices This handy resource provides documented strategies and tactics for accounts payable used by several highly admired companies You'll gain practical knowledge you can turn into Best or Almost Best Practices as well as examples of practices to avoid Order your copy today

**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 another book full of specific suggestions for improving accounts payable processes *Fraud in Accounts Payable* is an easy to read guide that identifies real world problems and offers practical solutions Her books and articles have quickly become some of my core resources Stephanie K O Cain Chief Financial Officer Municipal Association of South Carolina Fraud could never take place in my accounts payable department My employees would never steal from me I trust them too much Sound familiar The definitive resource for every accounts payable department *Fraud in Accounts Payable* affords you a bird's eye view of what's really going on in your accounts payable department and how you can defend it against every potential type of fraud including check fraud payroll fraud and T E fraud Written by Mary Schaeffer America's most accomplished accounts payable expert this thorough and highly readable guide is filled with authoritative tips techniques and advice on Uncovering hidden pockets of weakness where your organization is

vulnerable Getting rid of those bad practices that allow all sorts of frauds to flourish Setting up antifraud safeguards Reminding us to never say never Fraud in Accounts Payable explains in plain English how to protect your accounts payable department so it becomes and stays financially healthy *Cost Recovery* Richard B. Lanza,2009-08-11 Cost Recovery Turning Your Accounts Payable Department into a Profit Center shows how to identify a company s hidden financial assets It provides tools to assist organizations generate cash recoveries stop profit leaks move away from control issues and work towards process improvements The book shows how to incorporate profit recovery technology and how to pair a company with a recovery expert best suited to the company s needs to achieve bottom line results 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

**Principles of Accounting Volume 1 - Financial Accounting** Mitchell Franklin,Patty Graybeal,Dixon Cooper,2019-04-11 The text and images in this book are in grayscale A hardback color version is available Search for ISBN 9781680922929 Principles of Accounting is designed to meet the scope and sequence requirements of a two semester accounting course that covers the fundamentals of financial and managerial accounting This book is specifically designed to appeal to both accounting and non accounting majors exposing students to the core concepts of accounting in familiar ways to build a strong foundation that can be applied across business fields Each chapter opens with a relatable real life scenario for today s college student Thoughtfully designed examples are presented throughout each chapter allowing students to build on emerging accounting knowledge Concepts are further reinforced through applicable connections to more detailed business processes Students are immersed in the why as well as the how aspects of accounting in order to reinforce concepts and promote comprehension over rote memorization

**Manager's Guide to the Sarbanes-Oxley Act** Scott Green,2004-02-19 Need help ensuring your company complies with Sarbanes Oxley Armed with this hands on guide you can detect early signs of fraud and operational loss and safeguard your job your employees jobs and the long term success of your company Don t let fraud derail your career Protect yourself with the fail safe Control Smart method found in Manager s Guide to the Sarbanes Oxley Act Order your copy today

**The Sarbanes-Oxley Act of 2002** United States,2002 This handy reference booklet contains the text of the Sarbanes Oxley Act of 2002 along with analysis and guidance from leading corporate and securities practitioners The expert commentary provides an overview of the Act s requirements discussion on how the Act affects corporate officers and directors and advice on how to implement the new certification requirements

*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

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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

**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

*The New Accounts Payable Toolkit* Christine H. Doxey, 2021-04-08 THE NEW ACCOUNTS PAYABLE TOOLKIT In The New Accounts Payable Toolkit accomplished entrepreneur consultant and finance expert Christine H Doxey delivers a unique and powerful approach to the accounts payable process and discusses the impact of the automation of the Procure to Pay P2P process The toolkit explores all aspects of the accounts payable process from the establishment of the contract and the purchase order to the supplier validation process invoice processing and payment accounting and fiscal close You'll learn the key metrics and analytics needed for the accounts payable process This comprehensive toolkit provides the best practices tools and internal controls that can help safeguard your company's cash and other assets You'll obtain a variety of tools to create the foundation required for current internal controls and compliance to ensure that suppliers are correctly validated in the supplier master file to maintain regulatory compliance Avoid paying fraudulent or inaccurate invoices and avoid paying a supplier's invoice more than once Be certain that all supplier invoices are properly accounted for to ensure an accurate fiscal close Finally stay up to date with all current and coming trends in the accounts payable process including eInvoicing ePayment Robotic Process Automation RPA Artificial Intelligence AI Machine Learning and eAccounting The New Accounts Payable Toolkit provides guidance for the implementation of AP automation solutions that can streamline and modernize your own systems and processes to take advantage of new digital developments Perfect for controllers chief financial officers and finance managers The New Accounts Payable Toolkit will also earn a place in the libraries of students and professionals who seek to better understand the components of an optimal accounts payable UNCOVER A UNIQUE AND POWERFUL NEW APPROACH TO ACCOUNTS PAYABLE PROCESSES The New Accounts Payable Toolkit offers readers a comprehensive and timely new way of handling their accounts payable systems and

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**The Sarbanes-Oxley Act** Michael F. Holt, 2007-11-16 The Sarbanes Oxley Act SOX is a mandatory requirement for all listed corporations in the US whether foreign or not Compliance is not an option Other countries are developing similar legislation so the books value is international in scope SOX is a hot topic and the effects are just beginning to be felt world wide This new book goes beyond the implementation phase of SOX and looks at the reaction to the Act in terms of costs benefits and business impacts This book is for Senior Managers in the Business and Financial Accounting Communities who want need to know what the reaction of business and government is to the SOX legislation what it is costing and how the effects are penetrating through the business environment Mike Holt presents a comprehensive review of the impact that Sarbanes Oxley legislation has had on business the financial community governments and the public since its inception in 2002 The Sarbanes Oxley Act has been somewhat successful but not completely and the cost well over a trillion dollars might be considered too high a price to pay for the gains This book takes a hard look at the costs benefits and other impacts as well as at what influential and prominent financial government and business leaders think about it now International in scope and content and including interviews with prominent business leaders CEOs and CFOs of large and small corporations Compliance with The Sarbanes Oxley Act is now mandatory for every listed US corporation and overseas corporations listed on US stock markets Covers the reaction of business and government to this legislation what it is costing and how the effects are penetrating through the business environment

**The Internal Auditor at Work** K. H. Spencer Pickett, 2004-02-10 A clear accessible guide to the roles and responsibilities of today s internal auditor At a time when companies are seeking to reevaluate their practices and add value to their audit processes The Internal Auditor at Work represents an invaluable user friendly and up to date guidebook for the internal auditing professional to refine and rethink both day to day methods and the underlying significance of the job Each chapter of this in depth functional analysis contains numerous resources to guide the reader toward greater understanding and performance Discussion questions promote dialogue among auditing professionals on the various topics covered Top ten considerations lists recap the important points of each chapter And end of chapter



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Executive's Guide to COSO Internal Controls Robert R. Moeller,2013-12-31 Essential guidance on the revised COSO internal controls framework Need the latest on the new revised COSO internal controls framework Executive s Guide to COSO Internal Controls provides a step by step plan for installing and implementing effective internal controls with an emphasis on building improved IT as well as other internal controls and integrating better risk management processes The COSO internal controls framework forms the basis for establishing Sarbanes Oxley compliance and internal controls specialist Robert Moeller looks at topics including the importance of effective systems on internal controls in today s enterprises the new COSO framework for effective enterprise internal controls and what has changed since the 1990s internal controls framework Written by Robert Moeller an authority in internal controls and IT governance Practical no nonsense coverage of all three dimensions of the new COSO framework Helps you change systems and processes when implementing the new COSO internal controls framework Includes information on how ISO internal control and risk management standards as well as COBIT can be used with COSO internal controls Other titles by Robert Moeller IT Audit Control and Security Executives Guide to IT Governance Under the Sarbanes Oxley Act every corporation has to assert that their internal controls are adequate and public accounting firms certifying those internal controls are attesting to the adequacy of those same internal controls based on the COSO internal controls framework Executive s Guide to COSO Internal Controls thoroughly considers improved risk management processes as part of the new COSO framework the importance of IT systems and processes and risk management techniques

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