

Contents

How to Use this Manual	xiii
Preface	xvii
Before Getting Started	xix
Getting Started with the Program	xxiii
Developing the Table of Contents	xxvii
Self Assessment	xxxii
Program	1
A01 Program Mandate	3
A02 Overview—Getting Started: Presentation	9
A03a Create, Revise, Issue Policies and Procedures	21
A03b Template—Name of Document	26
A04 Request to Deviate from Policies and Procedures	28
A05 Rescind Policies and Procedures	32
Policies and Procedures	35
B01 Account Reconciliation	37
B02 Accounting for Compensated Absences	41
B03 Accounting for Goodwill, Patents, Trademarks, and Other Intangible Assets	44
B04 Accounting for Mergers and Acquisitions	47
B05 Accounting for Post-Employment Benefits	50
B06 Accounting for Restructuring and Reorganization	53
B07 Accounting for Sales Compensation: Expense, Accrual, Reconciliation	57
B08 Accounts Payable: Request for Payment to Third Party Vendors	62
B09 Accounts Receivable: Allowance for Doubtful Accounts	68

B10	Accounts Receivable: Third-Party Trade and Customer—Credit, Collection, and Cash Applications	72
B11	Accruals	81
B12	Accounting and Audit-Related Complaints	86
B13	Authorization: Delegation, SubDelegation of Authority	90
B14	Bank Reconciliation	100
B15	Business Combinations, Consolidation and Foreign Entity Reporting	103
B16	Business Licenses	106
B17	Cash and Banking	109
B18	Communication with Financial Community	116
B19	Escheat, Abandoned Property, Unclaimed Checks: U.S., Canada, and Where Local Regulations Require	119
B20	Finance Code of Ethical Conduct	123
B21	Key Financial Indicators	126
B22	Financial Planning and Analysis	131
B23	Property, Plant and Equipment: Fixed Assets, Long-Lived Assets, Tangible Assets	134
B24	Foreign Currency Risk Management	153
B25	Funding and Financing Risk Management	156
B26	Hiring and Use of External Auditors	158
B27	Income Tax Preparation and Reporting	164
B28	Insurance and Risk Management	169
B29	Intercompany Transactions	174
B30	Inventory	180
B31	Investment and Marketable Securities	186
B32	Journal Entries: Routine, Non-Routine, and Estimates	189
B33	Capital, Operating Leases, and Real Estate Rental Property	195
B34	Letter of Representation, Quarterly Financial Sub Certification Process	202
B35	Payroll and Salary Expense	208
B36	Petty Cash	212
B37	Physical Counts and Evaluation for Inventory, Property, Plant and Equipment	216

B38	Prepaid Assets/Expenses	219
B39	Revenue Recognition	222
B40	Source and Use of Exchange Rates	228
B41a	Travel, Entertainment, and Expense	231
B41b	Travel, Entertainment, and Expense Manual	235
Bonus Policies and Procedures		251
C01	External Communications and Public Relations	253
C02	Material Nonpublic Information and Insider Trading	261
C03	Procurement	265
C04	Records Information Management	270
Index		287

